

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COOK II

POSITION CODE: 09602
Effective: 7-16-99

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises and instructs cooks and other dietary service personnel and patient or resident workers in the preparation and cooking of foods and in various maintenance tasks.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises, instructs and participates in cooking and preparing foods; consults with dietitians to determine best methods of preparation of special diet foods.
2. Operates standard cooking equipment and makes minor adjustments and repairs; supervises subordinates in the use of same.
3. Ensures that working areas are equipped with necessary supplies; prepares reports of daily cooking operations and maintains food and supply records; makes changes in master menu based on foodstuffs' availability.
4. Supervises the cleaning and work areas, store rooms, refrigerators, etc., to maintain sanitary and healthful conditions.
5. May supervise or assist in the proper disposition of cooked and prepared foodstuffs.
6. May supervise and participate in canning foods and in baking pastries and breads.
7. May participate in the testing of new types of cooking equipment and mixes.
8. May assist in supervising various dining areas.
9. May assume duties of superior in absence of same.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

COOK II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires two years of cooking experience which has provided extensive knowledge of materials, methods, and equipment used in preparing food on a large scale.

Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.

Knowledges, Skills and Abilities

Requires working knowledge of food values.

Requires working knowledge of health and safety requirements of a food service.