

# Classification Specification: Sr. Cook

Classification Number: 42352  
Effective Date: 04/14/2014

Pay Grade: 24  
Current Exemption Status: Nonexempt

## Position Summary

Provides work direction to cooks assigned to the kitchen area in preparation and cooking of foods, storage of foods, production records and general cleaning and sanitation of kitchen equipment and utensils. Prepares and cooks menu items according to standardized recipes and has working knowledge to operate all kitchen equipment.

## Essential/Primary Duties

- Provides work direction to cooks, other staff and student employees in the preparation and cooking of foods for the total kitchen production needs. Supervises the service lines, storage of foods and general cleaning.
- Following recipes, prepares food for cooking process, including measuring and mixing ingredients, chopping, dicing or grinding and assembling ingredients according to the recipe.
- Operates standard kitchen equipment to cook foods. Bakes, broils, fries, grills, roasts, sautés, steams, stews or broils foods.
- Maintains production records.
- Deals with emergencies. Occasionally responsible for total supervision of a unit for 1-2 hours if a manager is unavailable.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds. This position will spend 100% of the time standing.

## Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to demonstrate culinary skills such as food preparation, seasoning and cooking and proper storage
- Ability to operate various culinary equipment

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

Cooks and other staff

**Part-Time**

None

### Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.