

Classification Specification: Cook

Classification Number: 42351
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Under the direction of a Sous Chef and/or Lead Cook or Manager, prepares, cooks and serves menu items according to standardized recipes. Has working knowledge of all standard kitchen equipment. May work as a short order cook.

Essential/Primary Duties

- Operates standard kitchen equipment and follows recipes to prepare, cook and assemble food according to the menu.
- Prepares hot and cold beverages and special menu foods.
- Sets up trays and carts and packs food for delivery to dining areas and storage. May set up food lines and place appropriate portions of food on serving lines.
- Cleans and sanitizes all work areas, equipment and utensils, including sweeping, mopping or vacuuming floors.
- May provide functional guidance to student workers.
- Maintains production and temperature records.

Experience and Education

Experience

- Zero to three months related experience required

Education

- High school diploma or GED required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

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

None

Part-Time

None

Responsibility for Student Workers

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