

# WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING  
UNIT**

**STEP AND GRADE:  
2B**

**DATE LAST PRINTED:  
May 30, 2012**

**JOB TITLE: COOK**

## **Summary of Responsibilities**

Under general direction cooks, prepares, and help serve food in quantity for both regular and special diets; follows standard recipes called for in posted menus prepared by supervisory personnel; maintains sanitary conditions in work area.

## **Illustrative Examples of Work**

1. Following menus cooks and prepares food to meet special diets for residents.
2. Operates standard kitchen equipment.
3. Cleans food preparation area, cooking equipment too large to be removed to the dish room and electrical appliances used in food preparation.
4. Serves food to residents and staff on food service line.
5. Attends and participates in fire drills, in-service training and other required meetings and activities.
6. Performs other duties as required or assigned.
7. Performs all duties in compliance with Illinois Department of Public Health Regulations.
8. Performs all duties in accordance with County policies and procedures.
9. Regular attendance is required, overtime as needed/scheduled.

## **Education and Experience**

- Completion of four years of high school or general education certificate.
- Working knowledge of food service health and safety requirements.
- Approved food service sanitation course and license or willingness to take course to obtain license.
- One year of progressively responsible experience as cook trainee or cook's aide.

## Abilities

- Requires ability to follow written recipes in the preparation of meals.
- Ability to complete on-the-job training.
- Ability to perform repetitive duties in a meticulous manner.
- Ability to follow directions provided verbally or in writing.
- Ability to deal effectively with residents, guests and family.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain working relationships.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.