



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983 Department: Food Service

Title: Cook II Level: X

FUNCTION

To plan, prepare, produce and present food, and assist in coordination of the orderly operation of the food service department.

SOURCE OF SUPERVISION

Managers and Director of Food Services.

DIRECTION EXERCISED

Directs work of assigned student helpers, Cook Is, and other employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Perform cooking processes and coordinate production in assigned areas; oversee preparations for food production and presentation.

See that supplies and ingredients are available and on hand when required; prepare and oversee preparation of recipes and menu items.

Oversee presentation of food; see that food and pans are properly garnished for serving; see that foods are kept hot or cold as required.

Coordinate work of employees in lower classification levels; see that daily menu schedules are followed; see that food is properly stored and preserved; coordinate use of left-overs and menu substitutions when required.

Plan supply needs, draw supplies and inform manager of possible shortages; keep equipment and utensils in good working order, and supervise proper usage of food service equipment and tools.

Maintain sanitation and safety standards in assigned work areas.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date: March 16, 1990 Department: Food Service

Title: Cook II Level: X

JOB QUALIFICATIONS

Graduation from high school, certificate from Cook's school or five years of experience in commercial/institutional food service operations; demonstrated ability in production of institutional foods; ability to plan and work independently and direct work of others; three years of supervisory experience; adequate health and physical condition to handle heavy manual tasks; sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 75 lbs. on a daily basis.

Department Head Signature

Date

Physical Job Requirements

Job Title Cook II **Department** Food Service

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; D = Daily; N/A = Not Applicable or None

M	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
D	Reaching	N/A	Operating cleaning machines
D	Kneeling	N/A	Stripping and waxing floors
D	Bending/stooping	N/A	Operating floor buffer
D	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	N/A	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	N/A	Loading and unloading supplies
N/A	Being seated all day	N/A	Mopping floors
N/A	Moving furniture/equipment	N/A	Sweeping with push brooms
N/A	Shoveling	N/A	Dusting furniture
N/A	Scrubbing furniture	N/A	Operating hand tools
N/A	Driving vehicles	N/A	Driving heavy equipment
N/A	Operating shop machinery	D	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other