

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

SCHOOL COOK I AND II
(SCHOOL COOK I & II)

Series Definition:

Positions in this series are responsible for all aspects of the preparation and cooking of the principal lunch meal or alternate meal. The work performed in this series includes conferring with the School Food Services Manager on production records, menus, recipes, and portions to be served; reviewing meal schedules, implementing work schedules, and coordinating food preparation and equipment use with other food service employees to ensure that foods are prepared and cooked to meet scheduled serving times.

A position in this series works under general supervision and provides directions/instructions to cafeteria helper(s) and/or other adult/student helper(s) assigned to assist with the preparation and cooking of foods and/or the serving of meals. In addition, a position in this series may also be responsible for the preparation and cooking of breakfast and other supplementary meal items.

SCHOOL COOK I

8J.540

Duties Summary:

Responsible for the preparation and cooking of an alternate school meal; may assist a higher-level cook with the preparation and cooking of the principal lunch meal; provides directions/instruction to assigned cafeteria helper(s) and/or other adult/student helper(s); and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its independent responsibility for preparing and cooking the alternate school meal. The alternate meal may be served during the lunch period, which then offers students a choice of lunch, or it may be served at mid-morning. Alternate meals generally feature food items other than the principal lunch meal, such as sandwiches, salads, pizza, nachos, chili, chowder, or other similar menu items. In addition, a position in this class assists with the preparation and cooking of the principal lunch meal already covered above.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements do not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Coordinates and works closely with other food service employees to ensure meals are prepared in a timely manner to meet meal service times and/or satellite delivery schedules.
2. Reviews daily/weekly/monthly food production records and makes cooking/preparation plans accordingly, estimates preparation and cooking time, determines appropriate standardized recipe, and secures necessary ingredients and equipment for preparation and cooking purposes.
3. Accurately weighs and measures ingredients in accordance with approved standardized recipes and daily production needs; performs mathematical calculations to adjust recipe yield to meet daily production record serving portion/size.
4. Prepares, cooks, and heats a variety of foods including sandwiches, breakfast meats, taco shells, french fries, etc.; slices foods and assembles salads and sandwiches; cooks simple starches and seasons vegetables; assists in the preparation and cooking of the principal lunch meal, breakfast, and other supplementary meal items; may prepare meal items for students with special dietary needs.
5. Sets-up serving counters for meal service, serves students and staff, and replenishes food and other supplementary items as needed.
6. Portions and/or directs the portioning/packing of menu items for satellite meals.
7. Cleans and maintains work areas, serving counters, and dining areas in a neat, sanitary, and orderly manner; thoroughly cleans and sanitizes pots, pans, utensils, and equipment after use.
8. Properly labels, stores, and/or disposes leftover foods; documents on the production record; and informs School Food Services Manager of leftovers; and may recommend their utilization.

9. Receives provisions ordered, documents product temperatures if applicable, and reports discrepancies to School Food Services Manager; dates and stores goods in proper manner and place; records supplies and ingredients used; and assists in completing monthly inventory and maintaining routine records as directed.
10. Directs/instructs cafeteria helper(s) and/or other adult/student helper(s) assigned to assist with food preparation, serving, and/or cleanup; assists in training new food service employees; and may supervise serving operations at satellite schools.
11. Attends and participates in staff meetings, workshops, and in-service training; achieves the annual minimum required training hours as outlined by the United States Department of Agriculture (USDA).

Knowledge and Abilities Required:

Knowledge of: Proper food preparation techniques; safe handling and care of cooking utensils and equipment; methods of handling and storing foods; Hazard Analysis Critical Control Points, food safety and sanitation practices; basic arithmetic to adjust standardized recipes; and personal hygiene.

Ability to: Work quickly and efficiently in preparing and cooking various alternate meal items such as salads, sandwiches, pizza, etc.; understand and follow production records and standardized recipes; calculate amount of ingredients necessary to meet food preparation and cooking requirements; weigh and measure ingredients; apportion foods to match the number of servings; estimate preparation time and plan accordingly to meet scheduled meal service times; learn various aspects of quantity cooking; prepare and serve food in accordance with health and sanitation regulations; perform routine manual tasks in the care and cleaning of utensils, equipment, and work and serving areas; direct/instruct cafeteria helper(s) and others assigned to assist with food preparation and the performance of other kitchen activities; read, write, and understand oral and written English; follow oral and written instructions; work effectively with others and maintain cooperative working relationships; work in room temperature above normal; stand for extended periods; and lift, move, and carry heavy kitchen equipment, supplies and other objects.

SCHOOL COOK II

8J.541

Duties Summary:

Responsible for the preparation and cooking of the principal lunch meal; provides direction/instruction to assigned cafeteria helper(s) and/or other adult/student helper(s); and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its independent responsibility for the quantity cooking of the principal lunch meal which consists of an entree, salad or hot vegetables and/or fruit, bread, rice, or other bread alternate. The principal lunch meal includes entrees requiring more involved preparation, cooking, and seasoning, such as stews, meat loaf, lasagna, spaghetti with meat sauce, roast meats, oriental style chicken, etc. In addition, a position in this class may direct/provide instructions to lower-level school cooks.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, coordinates, and works closely with other food service employees to ensure meals are prepared in a timely manner to meet meal service times and/or satellite delivery schedules.
2. Reviews daily/weekly/monthly food production records and makes cooking/preparation plans accordingly, estimates preparation and cooking time, determines appropriate standardized recipe, and secures necessary ingredients and equipment for preparation and cooking purposes.
3. Accurately weighs and measures ingredients in accordance with approved standardized recipes and daily production needs; performs mathematical calculations to adjust recipe yield to meet daily production record serving portion/size.
4. Prepares, cooks, and seasons stews, soups, roast meats, etc.; may assist in the preparation and cooking of breakfast, alternate meals, and other supplementary meal items; may prepare meal items for students with special dietary needs.
5. Sets-up serving counters for meal service, serves students and staff, and replenishes food and other supplementary items as needed.
6. Portions and/or directs the portioning/packing of menu items for satellite meals.
7. Cleans and maintains work areas, serving counters, and dining areas in a neat, sanitary, and orderly manner; thoroughly cleans and sanitizes pots, pans, utensils, and equipment after use.

8. Properly labels, stores, and/or disposes leftover foods; documents on the production record; informs School Food Services Manager of leftovers; and may recommend their utilization.
9. Receives provisions ordered, documents product temperatures if applicable, and reports discrepancies to School Food Services Manager; dates and stores goods in proper manner and place; records supplies and ingredients used; and assists in completing monthly inventory and maintaining routine records as directed.
10. Directs/instructs cafeteria helper(s) and/or other adult/student helper(s) assigned to assist with food preparation, cooking, serving, and/or cleanup; assists in training new food service employees; and may supervise serving operations at satellite schools.
11. Attends and participates in staff meetings, workshops, and in-service trainings; achieves the annual minimum required training hours as outlined by the USDA.

Knowledge and Abilities Required:

In addition to the knowledge and abilities at the lower level, positions at this level requires:

Knowledge of: Principles and practices of quantity cooking utilizing safe preparation techniques and cooking temperatures; standard procedures for measuring ingredients used in cooking; the types of ingredients common to cooked foods, their properties, functions, and substitutions.

Ability to: Prepare and cook various entrees in large quantities; season foods; follow standardized recipes, adjust recipes when decreasing or increasing yield, and estimate amounts of raw foods to meet menu requirements; estimate preparation and cooking time and plan accordingly to meet scheduled meal service times; direct and/or instruct lower-level school cook(s), cafeteria helper(s) and others assigned to assist with the preparation and cooking of school meals.

Minimum Qualification Requirements:

Education Requirement:

Graduation from high school or equivalent.

Experience Requirements:

Except for the substitutions provided for below, applicants must have progressively responsible experience of the kind, quality and quantity as described below:

Class Title	General Exp (yrs)	Specialized Exp (yrs)	Total (yrs)
School Cook I	½	0	½
School Cook II	½	1	1 ½

General Experience: Work experience which demonstrated knowledge of preparing and cooking food. Such experience may have been gained as:

1. An apprentice or helper in a kitchen where the applicant has acquired some skills in cooking by performing a variety of the following tasks: preparing fresh vegetables for cooking; preparing salads, salad dressings, and sauces; preparing sandwiches and other cold food items, such as tuna or egg salad; cooking or heating of breakfast items, such as eggs and cereal; measuring and cooking starches such as instant potatoes, rice, macaroni, spaghetti, and/or other foods which are simple to prepare; or
2. Fry cooks of fast-food operations although experience may have been limited to cooking hamburgers, hot dogs, french fries, tacos, and similar food items.

Specialized Experience: Quantity cooking work experience in a restaurant, hotel, hospital, school, or institution which included actual hands-on experience in the various phases of the planning, preparation, and cooking of foods in large quantities. Such experience must demonstrate the applicant's proficiency in quantity cooking as evidenced by the possession of knowledge of the types of ingredients common to cooked foods, their properties, functions, and substitutions; standard procedures for measuring and combining ingredients; the use, care, and safe handling of kitchen utensils and equipment; proper methods of handling and storing foods; food and kitchen safety and sanitation practices; and the ability to follow standardized recipes, adjust recipes when decreasing or increasing yield; estimate sufficient ingredients/raw foods to meet menu requirements, and estimate preparation and cooking times to meet scheduled meal service times.

The overall knowledge and experience must conclusively demonstrate the applicant's ability to perform quantity cooking required for the school food services program.

Non-Qualifying Experience:

Experience which is limited to serving food, cleaning, and washing dishes; one phase of cooking such as fry-cooking; or other kinds of work not affording the opportunity to acquire the knowledge and skills of quantity cooking will not be accepted as qualifying for the Specialized Experience requirement.

Substitutions Allowed:

Substitution of Training for Experience:

1. Possession of an associate's degree from an accredited community college in a food service/culinary arts program which included training in quantity cooking may be substituted for all of the required experience.
2. Successful completion of a substantially full-time curriculum from an accredited technical school, community college or university which included coursework which provided the applicant with the knowledge of and hands-on practice in quantity food preparation and cooking comparable to the above required Specialized Experience may be substituted for the pertinent experience on a month-for-month basis.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

This is an amendment to the class specifications for the class SCHOOL COOK I AND II that were approved on September 29, 2006 and to the minimum qualification specifications that were approved on August 4, 2008.

SIGN DATE: Aug 27, 2018

EFFECTIVE DATE: NOV -1 2018

Cynthia A. Covell
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