



University Glen Corporation
 45 Rincon Drive, Suite 104-A
 Camarillo, California, 93012

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POSITION DESCRIPTION – COOK 1

SECTION I - TO BE COMPLETED BY THE SUPERVISOR			
Date:	Department: University Glen Corporation	Working Title: Cook 1	
Incumbent's Name:	Supervisor's Name:	Supervisor's Title: Executive Chef	
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
<p>PURPOSE OF THE POSITION: Under general supervision, the Cook I assists in preparing, cooking, and dispensing food; cleaning work areas and equipment; and receiving and storing supplies. The Cook I typically performs the basic tasks required to prepare, cook, bake, and dispense various food items. They also may oversee others performing duties such as slicing bread, weighing ingredients, cutting and grinding meat, and cleaning and maintaining culinary utensils, equipment and work areas.</p>			
<p>RESPONSIBILITIES & DUTIES: Duties include:</p> <ul style="list-style-type: none"> Assists others by performing the less responsible and less skilled tasks required in preparing, cooking, and serving soups, sauces, meats, eggs, dairy products, hot foods, sandwiches, vegetables, salads, salad dressing, fruits, pastries, desserts, breads and beverages. Relieves the Cook II of routine operations including watching, turning, and stirring food and tending to steam kettles. Performs grill work, as needed. Preparing beverages by adding dry mixes, syrups, carbonation, water, and restocking milk and other beverage machines; Cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers. Washes dishes and eating utensils; cleans tables; and maintains the cleanliness and stocking of food and other items in preparation areas, guest areas and workstations, as needed. May supervise the work of Foodservices Assistants/Cashiers as required. Participates in on-the-job and classroom instruction. Assists in serving and dispensing food products as assigned. Follows and re-enforces policies and procedures regarding the proper handling, sanitation, and dispensing of food and beverage products. Responsible for other duties as assigned. 			
<p>REQUIREMENTS OF POSITION: Minimum Qualifying Experience: Equivalent to one year of experience performing the duties of a Food Service Worker I. or, Equivalent to one year of experience in assisting a cook in the preparation and cooking of a varied menu. food service preparation specific to catering in desirable.</p> <p>Knowledge, Specialized Skills, and Abilities:</p> <ul style="list-style-type: none"> Working knowledge of kitchen sanitation and safety measures; Knowledge of food handling sanitation; Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; Knowledge of methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas. Ability to prepare and cook all food groups; 			

- Follow oral and written instructions and keep records;
- Lift an average of 50 lbs. if required in the job;
- Read and write at a level appropriate to the position;
- Pass a physical examination;
- Ability to cooperate and work well with others.
- Ability to maintain a clean and neat personal appearance.
- Must have and maintain a valid California Driver's License. Position is subject to the California DMV's "Pull Notice System" and continued employment is contingent upon proof of a satisfactory driving record.
- As a condition of employment, must meet established driving standards.
- As a condition of employment, must pass a background check.
- As a condition of employment, may be subject to drug tests. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

SECTION II - SIGNATURES

Incumbent:	Date:	Executive Director:	Date:
Supervisor:	Date:	HR Programs	Date: