



Seneca County
Personnel Department

Tel: 315-539-1710
Fax: 315-539-1658

1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **COOK**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB

DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Romulus Central School District (RCSD)
- South Seneca Central School District (SSCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

GENERAL STATEMENT OF DUTIES:

Prepares and cooks a variety of food; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for the preparation and cooking of a variety of food. In large kitchens a cook usually has responsibility for one part of a meal, such as the meat course, or vegetables or pastries and desserts. In a small kitchen a cook may supervise the cooking of an entire meal and in some cases may have charge of the entire kitchen operation. This position is distinguished from that of Senior Food Service Helper by the more extensive and involved cooking responsibilities. Supervision may be exercised over the work of subordinate food service employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other food;

Bakes cakes, pies, rolls and a variety of other pastries;

Cuts, cleans and dresses meat, fish and poultry;

Determines amount of foods to be prepared to meet menu requirements;

Is responsible for maintaining cleanliness and sanitation of working areas, utensils, and kitchen equipment;

Confers with others regarding menus and estimates of food requirements;

Supervises the proper storing of food;

Supervises the work of Food Service Helpers in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchens;

Keeps records and makes reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the methods of preparing, cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to economize and efficiently use supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

MINIMUM QUALIFICATIONS:

Two years of experience in large scale cooking; or any equivalent combination of experience and training.