

## CULINARY WORKER SERIES

| Code No. | Class Title         | Occ.<br>Area | Work<br>Area | Prob.<br>Period | Effective<br>Date | Last<br>Action |
|----------|---------------------|--------------|--------------|-----------------|-------------------|----------------|
| 3866     | Culinary Worker I   | 10           | 381          | 6 mo.           | 04/01/16          | Rev.           |
| 3867     | Culinary Worker II  | 10           | 381          | 6 mo.           | 04/01/16          | Rev.           |
| 3868     | Culinary Worker III | 10           | 381          | 6 mo.           | 04/01/16          | Rev.           |
| 3869     | Culinary Worker IV  | 10           | 381          | 6 mo.           | 04/01/16          | Rev.           |
| 3870     | Culinary Worker V   | 10           | 381          | 6 mo.           | 04/01/16          | Rev.           |

### *Promotional Line: 322*

#### Series Narrative

Employees typically perform general tasks related to preparing food and sanitation of kitchen/dining facilities. Specific tasks include, cooking/service, set up lines by arranging food and/or dessert; wash and stack dishes; clean and scrub pots and pans; clean conveyers, rack and set up trays and may serve customers in a cafeteria or restaurant setting. At higher levels, employees may serve as work leaders for groups in the performance of food preparation, serving and/or general maintenance functions. Employees plan menus; supervise the ordering, receiving, storing and issuing of food items; coordinate the preparation and serving of food; maintain quantity and quality control; supervise the maintenance of sanitary and safety standards for food preparation. All employees are responsible to assist in assuring that work areas conform to federal, state, and regulatory agencies' food safety standards.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Culinary Worker I**

**3866**

Employees at this level perform a variety of repetitive tasks in a food service unit. They work under direct supervision from a designated supervisor.

A Culinary Worker I typically –

1. assists in arrangement of dining area/food service equipment; sets up tables and trays.
2. assists in preparing salads, prepares cold plate combinations, prepares ingredients and makes sandwiches.
3. assists in preparing food for cooking, including meats, fish, fruits, vegetables, and other food for serving.
4. performs hand dishwashing; responsible for the storage of clean pots and pans.
5. cleans and polishes kitchen items and silver; cleans up spilled food or beverage or broken dishes, and removes trash.
6. sweeps, dusts, and cleans food service unit; washes, mops, and scrubs floors.

7. scours and/or cleans counters, cabinets, tables, kitchen equipment, and fixtures in a food service unit; clears tables and carries soiled dishes to kitchen.
8. places food trays over food warmers for immediate service, or stores them in refrigerated storage cabinets.
9. greets and assists customers, checks ID card, and may accept payments for items and use Point of Sale (POS) equipment, as needed.
10. performs other related duties as assigned.

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**Level II: Culinary Worker II****3867**

These employees perform routine and repetitive kitchen tasks such as simple food preparations prior to simple process cooking or serving raw food; compile and prepare ingredients prior to cooking; set table, serve food and clean-up food service equipment and areas. They work under direct supervision from a designated supervisor.

A Culinary Worker II typically –

1. prepares or assists in the preparation of food items, including such tasks as cleaning, dicing, and peeling vegetables, and weighing, measuring, and mixing ingredients.
2. performs simple cooking, grilling, and food preparation, such as boiling eggs, making toast, and making coffee; preparing/cooking short order items such as hot cereals, eggs, sausage, bacon, etc.; grilling such as for hamburgers, hot dogs, or chicken; and assisting in mixing, kneading, panning, and baking bread/pastries.
3. prepares and assists in serving of food as required. Portions, serves and wraps the food, or places it directly on plates for service to patrons, such as cutting pies or sandwiches and making sodas.
4. places food trays over food warmers for immediate service, or stores them in refrigerated storage cabinets.
5. cleans and sanitizes work areas, counters, tables, equipment, utensils, dishes, or silverware.
6. stores food in designated containers and storage areas to prevent spoilage.
7. may oversee and train student assistants and/or assigned personnel as required.
8. may participate in planning menus, overseeing and/or training staff/students on simple operations.
9. fills beverage or ice dispensers.
10. makes minor adjustments to equipment in service area; reports equipment failures to the designated supervisor, maintains equipment and supplies needed in service area.
11. completes and maintains basic recordkeeping functions.

12. performs duties consistent with the lower level in this series.
13. performs other related duties as assigned.

**Level III: Culinary Worker III****3868**

These employees typically prepare food by various methods with a full variety of menu items from standardized and portion size recipes, dietary manuals, oral or written instructions and cycle menus including preparing modified diets. They may direct lower level kitchen tasks performed by others regarding the serving of food, kitchen cleanup procedures and minor food preparation, such as peeling vegetables, making toast, mixing juice, etc. They work under direct supervision from a designated supervisor.

A Culinary Worker III typically –

1. prepares food for cooking, such as cleaning and cutting meat, fish, or poultry.
2. cooks food items including grilling, baking, braising, frying, and deep frying.
3. performs recipe construction, recipe sizing for meats, poultry, fish, vegetables, starches, soups, sauces, gravies, vegetarian, and vegan items.
4. bakes bread, rolls, cakes, and other pastries, from scratch or mix.
5. prepares and cooks cereal, soup, fruits, meats, fish, poultry, gravies, vegetables, and prepares other foods (i.e. salads, desserts).
6. cooks quantity food items based on the number of portions to be served, according to menus, special dietary or nutritional restrictions.
7. cleans and inspects equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
8. oversees and/or directs activities of workers who assist in preparing and serving meals; trains employees.
9. compiles and maintains records of food use and expenditures, takes inventory of supplies and equipment, and prepares simple reports.
10. plans the disposal of left-over food, following procedures and supervisor approval.
11. performs duties consistent with the lower level in this series.
12. performs other related duties as assigned.

**Level IV: Culinary Worker IV****3869**

These employees typically are responsible for the food service operation at a complex institution. The primary duties focus on higher level functions such as planning, procurement of food, cleaning supplies and equipment, inventory control, preparing menus, keeping records and preparing reports, and the supervision of staff.

A Culinary Worker IV typically –

1. performs and/or directs the performance of complex quantity cooking and baking that requires a thorough knowledge of cooking techniques.
2. trains workers in food preparation, service, sanitation, and safety procedures.
3. prepares and bakes cakes, cookies, cobblers, pies, puddings, doughnuts, and other desserts; prepares icings, toppings, fillings, and sauces for baked goods.
4. supervises or oversees and participates in kitchen and dining area cleaning activities.
5. assists with inventories of food, prepares and reports shortages to designated personnel.
6. assists higher level staff with the purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services.
7. observes and evaluates workers and work procedures to ensure quality standards and service, and completes disciplinary write-ups.
8. assists with determining food portions and courses, production and time sequences, and workstation and equipment arrangements.
9. prepares and cooks food for special diets from recipes formulated by a dietitian or other employees.
10. supervises the use and disposal of left-over foodstuff.
11. participates in planning menus.
12. assists in estimating food quantities to be ordered and cooked for a designated or varying number of persons.
13. is responsible for the evaluation and maintenance of sanitary conditions.
14. keeps records and writes reports.
15. performs duties consistent with the lower level in this series.
16. performs other related duties as assigned.

**Level V: Culinary Worker V****3870**

These employees typically are responsible for the food service operation. Duties focus on higher level functions such as planning, procurement of food, cleaning supplies and equipment, inventory control, preparing menus, keeping records and preparing reports. These positions also often have primary 1<sup>st</sup> line supervision of kitchen or similar staff.

A Culinary Worker V typically –

1. supervises, instructs, and plans the work of others engaged in the preparation of large-scale regular meals and specialty items such as baked goods, etc.
2. cooks meats and vegetables, carves meats, and assists in and supervises preparation of salads and desserts.
3. is responsible for inspecting and approving the quality standards of finished food or specialty items such as bakery products.
4. assists in the planning of menus including special diets.
5. estimates food quantities to be cooked for a designated number of persons to be served according to menus.
6. requisitions food supplies from storeroom through supervisor.
7. assumes responsibility for sanitary conditions of kitchens, storerooms, and refrigerators.
8. keeps records and makes reports.
9. prepares and bakes cakes, pastries, and hot breads as required.
10. performs duties consistent with the lower-level in this series.
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**MINIMUM ACCEPTABLE QUALIFICATION REQUIRED FOR ENTRY INTO ALL LEVELS:**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

Safe Food Handlers Certification (American National Standards Institute-accredited training) Based on institutional Standards this certification may be required upon hire or a newly selected employee may be required to complete this training (or equivalent) during an initial training period.

**Level I: Culinary Worker I****3866**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Cleanliness -- Knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
2. Service Orientation - A strong service orientation, actively looking for ways to help people.
3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
5. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level II: Culinary Worker II****3867**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Six (6 months) of experience in food preparation in a commercial setting.

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of food terms, materials, equipment and methods used to prepare food.
2. Knowledge of materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
3. Service Orientation - A strong service orientation, actively looking for ways to help people.
4. Cleanliness -- Knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
5. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
7. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level III: Culinary Worker III****3868**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One (1) year (12 months) of experience in food service cooking in a commercial setting that is comparable to that described in the lower level of this series.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Ability - Plan meals on a large scale.
3. Service Orientation - A strong service orientation, actively looking for ways to help people.
4. Supervision - Ability to work with and supervise other kitchen employees.
5. Cleanliness -- Knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
6. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
10. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
11. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
12. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level IV: Culinary Worker IV****3869**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Two (2) years (24 months) of experience in quantity cooking in a commercial setting.
2. One (1) year (12 months) of experience comparable to that described in the lower level of this series.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Knowledge of current principles and practices of large-scale kitchen management, sanitary procedures and directives.
3. Ability - Plan simple menus.
4. Supervision - Ability to supervise and instruct subordinates.
5. Service orientation - Actively looking for ways to help people.
6. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
10. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
11. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
12. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.



**Level IV: Culinary V****3870**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three (3) years (36 months) of experience in quantity cooking in a commercial setting.
2. One (1) year (12 months) of experience comparable to that described in the lower level of this series.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Knowledge of current principles and practices of large-scale kitchen management, sanitary procedures and directives.
3. Ability - Plan simple menus.
4. Supervision - Ability to supervise and instruct subordinates.
5. Service orientation - Actively looking for ways to help people.
6. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
10. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
11. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
12. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.