



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FOOD SERVICE COOK/SUPERVISOR III	29	H	3.207
FOOD SERVICE COOK/SUPERVISOR II	27	H	3.203
FOOD SERVICE COOK/SUPERVISOR I	25	H	3.206

SERIES CONCEPT

Food Service Cook/Supervisors prepare and/or supervise quantity food preparation and serving according to standardized menus and recipes in an institutional, correctional, residential, or non-residential setting.

Serve or supervise the serving of meals in a controlled environment cafeteria style, or the delivery of bulk or individual servings as special situations may require; ensure food quality and food portion control by utilizing standard measuring devices, equipment, standardized recipes, and food production sheets to maintain established food cost control and quality.

Prepare special dietary meals for individuals/inmates requiring low sodium, low calorie, low cholesterol, or other special diets prescribed by a physician.

Train food service personnel/inmates in the operation of kitchen equipment such as food choppers, meat grinders, peelers, steam cookers, ovens, and mixing machines; demonstrate methods of food preparation, cooking, and baking.

Prepare food delivery carts and/or trays to transport prepared meals to individuals/inmates unable to eat in the common dining area.

Maintain a clean and sanitary kitchen environment including equipment, dining areas, eating utensils, and food storage areas; direct staff in cleaning activities including dishwashers, defrosting and cleaning refrigerators, and disassembling and cleaning stoves, ovens, and grills to ensure compliance with health codes and sanitation requirements.

Ensure proper rotation of food and supply inventories using oldest stock first; minimize food wastage by ensuring proper food preparation processes and utilizing leftovers as ingredients in other meals as appropriate; perform complete inventory of food and supplies periodically.

Monitor cost control on a per plate basis by ordering appropriate quantities of food items and supplies in accordance with established policies and guidelines and by using portion control; maintain necessary reports and records for analysis and accounting purposes.

Prepare and submit orders for commodity foods including fresh, frozen, and canned food as well as sugar, flour, wrapping supplies, utensils, and cleaning supplies; maintain appropriate supply levels.

Perform related duties as assigned.

CLASS CONCEPTS

Food Service Cook/Supervisor III: Under general supervision, incumbents perform or supervise the

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CLASS CONCEPTS (cont'd)

Food Service Cook/Supervisor III: (cont'd)

performance of the full range of duties described in the series concept. Incumbents work in an institutional or correctional setting serving three meals daily to over 500 individuals; order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of 20 or more inmates on an assigned shift; monitor security of the general kitchen area and food; provide training and orientation to new staff/inmates regarding agency policies and procedures, food preparation and service, and health and safety regulations.

Food Service Cook/Supervisor II: Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents work in an institutional, correctional, or residential setting serving three meals daily to 100 to 500 individuals; order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of five or more students or inmates on an assigned shift; monitor security of the general kitchen area and food as required; provide training and orientation to new staff regarding agency policies and procedures, food preparation and service, and health and safety regulations.

Food Service Cook/Supervisor I: Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents work in a non-residential setting serving meals daily to less than 100 individuals and may supervise a small staff.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Incumbents in the Department of Corrections are required to work with and amongst inmates to complete job duties
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * Some positions in this series require agency specific food handling certification(s) at the time of application or within a set time frame as defined by the hiring agency.

FOOD SERVICE COOK/SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience which involved planning, preparation, and serving of regular and special meals; following established menus; ordering food supplies; and maintaining records in a military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility. One year of the required experience must have been in a supervisory capacity; **OR** one year of experience as a Food Service Cook/Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: supervisory techniques and practices. **Ability to:** train and supervise others in the preparation of three meals daily for over 500 individuals in an institutional or correctional setting; plan, organize and coordinate food preparation and bakery operations; schedule and assign food service and bakery duties to a large staff; *and all knowledge, skills, and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

FOOD SERVICE COOK/SUPERVISOR III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State purchasing policies and procedures; and federal and State regulations related to supervision of personnel and/or inmates.

FOOD SERVICE COOK/SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience which involved preparation and serving of food according to standardized menus in a military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility; **OR** one year of experience as a Food Service Cook/Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: quantity food preparation methods and practices; culinary terminology; and special diets such as low sodium, diabetic diet, high or low fiber, high or low calories and others. **General knowledge of:** quantity food purchasing practices. **Ability to:** coordinate the overall operation of a quantity food preparation unit serving three meals daily to over 100 individuals; train and provide work direction to others in the preparation of institutional or correctional meals; *and all other knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to food preparation and serving. **General knowledge of:** supervisory techniques and practices.

FOOD SERVICE COOK/SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which involved preparation and serving of meals according to standardized menus in a military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: menu planning; quantity food preparation methods and practices; health and sanitation regulations applicable to food preparation; and fire and safety hazards related to food preparation, food production service and equipment operation. **Ability to:** read and follow recipes for a wide variety of food items; utilize materials and equipment used in a quantity food service facility; and prepare a high volume of meals according to established schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State health, safety, and sanitation regulations and procedures related to operation of a high-volume dining or food service facility. **Ability to:** calculate weights and measures for standard recipes; safely operate various types of culinary equipment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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