

**Title:** Cook  
**PG:** 16  
**Status:** Non-Civil Service  
**Position Reports to:** Food Supervisor  
**Department:** Parks & Recreation/Golf

**Class Code:** 8210  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

Provides quality breakfast and lunch menu preparation along with banquet preparation duties.

**ESSENTIAL FUNCTIONS:**

1. Prepares hot and cold foods for various occasions, to include breakfast, lunch, dinner, banquets and special occasions.
2. Orders food and supplies.
3. Ensures that all food is prepared in time for functions and events.
4. Provides input on recipes and menu variety.
5. May supervise and provide guidance to lower level employees.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of food, including food preparation, service management practices.
2. Knowledge of food merchandising.
3. Ability to prepare cold and hot meals.
4. Ability to communicate effectively with customers and employees.
5. Ability to understand and carry out instructions furnished in written, oral or diagram form.
6. Ability to stand for long periods of time.
7. Ability to stand up, stoop, kneel, crouch or crawl.

**WORKING ENVIRONMENT/CONDITIONS:**

Light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High School Diploma or its equivalent.
2. Three (3) years of experience in cooking and food preparation.
3. One (1) year of formal culinary training is preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.