



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## CHIEF COOK

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 24 <b>Job #:</b> SA06
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### JOB SUMMARY

This is a journey level position performing Chief Cook job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Prepares and cooks a variety of complete meals for small or large groups; oversees kitchen and dining room personnel in preparation of meals, cleaning of equipment, maintaining kitchen and dining room areas, serving of food, and other related work.
2. Plans menus, determines quantities to be prepared, accommodates dietary needs, and determines meal presentation.
3. Maintains necessary inventory, orders foodstuffs and other items, and ensures stock rotation and adequate supplies due to varying guest volume.
4. Ensures that the kitchen operations and food handling are maintained in accordance with prevailing health and safety standards.
5. Performs butchering duties including cutting, trimming, and packaging meats.

6. Trains employees in food preparation, presentation, and service including safe food handling practices.
7. Maintains and ensures safe handling of food preparation tools and equipment. Coordinates maintenance and repair of kitchen equipment.
8. Cleans walk-in refrigerators and freezers, ovens and stoves, exhaust vents, and fire suppression systems for safe performance.
9. Prepares meals and lodging reports by maintaining an account of guests and project charge codes.
10. Provides customer service for inspection trips, special functions, and tours for the Board of Directors, member agencies, and others.
11. May assign and clean rooms; orders and maintains supplies.
12. Performs other related Chief Cook job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test (GED), completion of a culinary school and one year of relevant experience; or High school diploma or general education development test (GED) and two years experience involving cooking and food preparation in a cafeteria, banquet, catering, an institutional kitchen, or a restaurant.

**Required Knowledge of:** Health Department regulations; safe food handling and culinary practices; use of commercial food service equipment; and current office technology and equipment.

**Required skills and abilities to:** Prepare food, cook, and operate related machinery; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position will be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- Valid County of San Bernardino Certified Food Workers Card and a Food Protection Manager Certification within 30 days of appointment.

#### **Licenses**

- Valid California Class C Driver License or its equivalent that allows you to drive in the course of your employment

**Registrations**

- None

**PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals, exposure to freezers, hot stove/ovens, hot trays of food, hot water, steam, works w/sharp knives and other utensils, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.