

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COOK

Reports To: Designated Supervisor

UW Job Code: 7217

UW Job Family: 73 - Food Service

SOC Code: 35-2012

FLSA: Non-exempt

Pay Grade: 13

Date: 4-1-95 (revised 7-1-02; 2-11-03; 7-1-04)

JOB PURPOSE:

Perform entry-level general and routine cooking and kitchen tasks under direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and cook meat, fish, vegetables, gravies, cereals, soups, fruits and other foods according to recipes and established procedures for food preparation.
- Prepare and cook food for special diets from recipes provided.
- Prepare various salads, dressings and desserts; prepare leftover food for storage.
- Notify supervisor of food and supplies needed and check in food and supplies as directed.
- Notify supervisor of equipment and work area problems following standard procedures.
- Clean kitchen pantry, utensils, refrigerators and food service equipment and work areas, following established standards for sanitation and safety.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Consistency
- Quality Orientation
- Safety Awareness
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Food preparation techniques and sanitation procedures for large-scale food production.
- Presentation methods, techniques, and quality standards.
- State and local health sanitation codes related to the operation of a kitchen.
- Maintenance and care of culinary facilities, equipment, supplies and materials.
- Determining ingredient quantities according to specific orders.
- Food serving techniques.

Skills and Abilities to:

- Present self with neat and clean appearance and prepare food in a clean and sanitary manner.
- Use common kitchen utensils and equipment.
- Follow instructions.
- Cook and prepare a variety of foods.
- Read and write.
- Gather data, compile information, and prepare reports.
- Safely use cleaning equipment and supplies.
- Organize and coordinate.
- Accept receipt of goods and supplies.
- Perform techniques used in large-scale production kitchens.
- Use basic math skills to add, subtract, multiply and divide amounts and quantities.

WORKING CONDITIONS:

Standard kitchen and food service environments; regular exposure to heat from ovens, grills, and stoves, cold from storage facility, and other hazards associated with food service and preparation; maintain same position for long periods of time such as grilling or frying food.

DISTINGUISHING FEATURES:

Cook: Performs cooking tasks as assigned according to established standards under general supervision.

Cook, Senior: Performs the work done by Cooks under limited supervision and provides project or group leadership.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.