

**ATLANTIC COUNTY GOVERNMENT**

**JOB ANNOUNCEMENT**

**PLEASE POST**

Posting Date: 05/17/22

Closing Date: 05/27/22

**TITLE:** Cook

**SALARY:** \$30,700

Hours: 40 X 35 \_\_\_

**DEPARTMENT:** Human Services

Union X Mgmt \_\_\_

**LOCATION:** Northfield

NJCSC Test Required: Yes X No \_\_\_

Grant Funded: Yes \_\_\_ No X

**DEFINITION**

Under supervision prepares and cooks in large quantities; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**REQUIREMENTS:**

**EXPERIENCE:**

One (1) year of experience as a cook involving the areas of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food in a commercial or institution kitchen.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**EXAMPLES OF WORK:**

Supervises food service workers in a cooking unit of a large kitchen or has general supervision over food service workers in a small kitchen.

Prepares and cooks food in large quantities.

Prepares raw ingredients such as vegetables, fruits, meats, poultry, and fish for the cooking process by washing, peeling, slicing, seasoning, and so forth.

Prepares soups and makes salads.

Cooks vegetables, fruits, meats, fish, poultry, and soups for the table.

Bakes cakes and other bakery items.

Makes and serves beverages and desserts.

Operates steam cookers, stoves, ovens, ranges, and other cooking equipment.

Checks food supplies, kitchen supplies, and kitchen laundry, and ensures that cooking utensils, pans, and other equipment are kept in a clean/sanitary condition.

Sees that menus are followed and that established food preservation and preparation procedures are used.

Tastes food to ensure that color, texture, taste, and nutritional values are maintained.

Ensures that all federal, state, department, and other necessary government agency requirements are met in the preparation of food.

May supervise the operation of a small cooking and food service unit including the assignment and supervision of employees, patients, and/or inmates.

Acts as relief to head cook.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of procedures used in preparing and cooking foods to preserve their flavor and nutritional values and to ensure quality of preparation.

Knowledge of the use, adjustment, and care of food service equipment used in large scale food preparation.

Ability to carry out directions and to learn quickly from instructions and demonstrations.

Ability to prepare and cook vegetables, fruits, meats, poultry, fish, and soup, and to make pastries, cakes, puddings, and other food items.

Ability to carry out measures needed to attain health and sanitary standards for food preparation, and to ensure clean, orderly, sanitary, and safe working areas.

Ability to make estimates of quantities and menu requirements.

Ability to take orders and to adjust to emergencies.

Ability to develop, assign, and supervise work of food service workers, other employees, and patients and/or inmates.

Ability to maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***