

## **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, SENIOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 7218

**UW Job Family:** 73 - Food Service

**SOC Code:** 35-2012

**FLSA:** Non-exempt

**Pay Grade:** 16

**Date:** 4-1-95 (revised 7-1-02; 2-11-03; 7-1-04; 11-1-14)

### **JOB PURPOSE:**

Guide and assist kitchen staff in performance of operations; independently perform general and routine cooking tasks; function as shift supervisor, as directed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and cook meat, fish, vegetables, gravies, cereals, soups, fruits, salads and desserts according to recipes and established procedures for food preparation; cook or oversee the cooking of specialty or banquet items.
- Prepare food production reports; review daily menu and adjust recipe for day's production requirements; order food and supplies; taste test food for quality control.
- Lock and unlock freezers and storage areas; ensure storage, rotation and use of leftover food; maintain portion controls.
- Maintain established standards for sanitation and safety.
- Clean kitchen, utensils and work areas as necessary.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist in training, supervising and scheduling kitchen staff; provide direction and guidance in daily operations.
- May assist in maintaining equipment.
- Maintain currency in field by attending workshops or reading associated journals.

### **COMPETENCIES:**

- Attention to Detail
- Consistency
- Delegating Responsibility
- Quality Orientation

- Safety Awareness
- Work Standards

**MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Large-scale food preparation, serving, storage, sanitation and health codes.
- Supplies, equipment, and/or services ordering and inventory control.
- Food preparation and presentation methods, techniques, and quality standards.
- Maintenance and care of culinary facilities, equipment, supplies and materials.
- Food preparation and presentation methods, techniques, and quality control.
- Reports preparation and compilation.
- Taste-testing standards and measurements.
- Recipe adjustments and testing.
- Distribution methods and techniques.
- Determining ingredient quantities according to specific orders.
- Coordinating and directing deliveries.
- Personnel training and hiring techniques.

Skills and Abilities to:

- Adjust food amount and preparation techniques to accommodate a varying number of servings.
- Use common kitchen utensils and equipment.
- Present self with a neat and clean appearance and prepare food in a clean and sanitary manner.
- Read and write.
- Prepare routine administrative work.
- Cooking and preparing a variety of foods.
- Organize and coordinate.
- Safely use cleaning equipment and supplies.
- Lead and train staff and/or students.
- Accept receipt of goods and supplies.
- Follow directions.
- Receive, stock, and/or deliver goods.
- Read, test, and adjust recipes.
- Gather data, compile information, and prepare reports.
- Use basic math skills to add, subtract, multiply and divide amounts and quantities.
- Clean work areas and equipment/utensils according to prescribed procedures and schedules.

**WORKING CONDITIONS:**

Standard kitchen and food service environment; regular exposure to heat from ovens, grills, and stoves, cold from storage facility, and other hazards associated with food service and preparation.

**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.