



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COOK II**  
Grade: 04

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs routine (journey-level) food preparation work. Work involves preparing, seasoning, and cooking food and maintaining inventories and records of food consumption; May train others; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares, seasons, and cooks food, following prescribed recipes and established standards

Makes recommendations for improving operating efficiency

Checks and tastes food during preparation for conformance to standards

Instructs staff in the setting up of serving lines and serves food as appropriate

Reports kitchen equipment in need of repair or replacement

Maintains an inventory of supplies and prepares requisitions for needed items as appropriate

May train others

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from a high school

Three (3) years of experience in institutional food service and food preparation work

One (1) year of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of quantity food preparation techniques and procedures and of modified and calculated diet preparation methods

Skill in cooking and baking and in the use and care of food preparation appliances and equipment

Ability to interpret and follow recipes, to compute basic mathematical calculations, and to train others

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations