

PART I	HAWAII HEALTH SYSTEMS CORPORATION	9.550
	STATE OF HAWAII	9.555
		9.560
		9.565

Class Specifications
for the Classes:

COOK I - IV
BC-05; BC-08, WS-08, F-108
BU:01; BU:02

COOK I 9.550

Duties Summary:

Assists in cooking designated entrees and other principal meal items in a hospital kitchen; may supervise helpers; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Cooking series.

This class differs from that of Cook II in that the Cook I assists others in the cooking of foods at a cooking station; whereas the Cook II is responsible for a cooking station in a kitchen having several cooking stations and serving a large number of meals, or is the cook in a small kitchen any may supervise kitchen and cook helpers.

This class differs from that of Kitchen Helper in that the Cook I is primarily concerned with assisting others in cooking at a cooking station and cooks designated entrees and other principal meal items as a regular and continuous work assignment; whereas the Kitchen Helper is primarily concerned with assisting in the preparation of raw and processed food for cooking and serving of meals, and may cook starches or similar simple food items.

Examples of Duties:

Assists a higher level cook, or others in cooking designated entrees and other principal meal items; checks menus and secures sufficient raw and processed foods for cooking purposes; fries and cooks vegetables, and prepares roasts and other meats; watches, flavors, and stirs food while cooking is in progress; may perform baking of pies, cakes, pastries and breads; may supervise kitchen or cafeteria helpers; cleans and maintains tools, equipment, and work areas; may occasionally relieve a higher level cook.

Knowledge of: Quantity cookery; use and care of cooking utensils and equipment; methods of handling and storing foods; kitchen safety and sanitation requirements; personal hygiene.

Ability to: Operate standard cooking equipment; perform routine manual tasks in the care and cleaning of a kitchen; use recipes and follow menus; follow oral and written instructions; get along well with others and maintain cooperative working relationships; assign and instruct inmate, patient or other kitchen helper; tolerate kitchen heat; perform heavy lifting, moving and carrying typical of the class.

COOK II

9.555

Duties Summary:

Performs cooking activities at a cooking station in a large kitchen or has responsibility for all cooking activities in a small kitchen; may supervise kitchen and cook helpers; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully competent worker in the series.

This class differs from that of Cook I in that the Cook II is responsible for a cooking station in a kitchen having several cooking stations and serving a large number of meals, or is the cook in a small kitchen and may supervise kitchen and cook helpers; whereas the Cook I assists others in the cooking of foods at a cooking station.

This class differs from that of Cook III in that the Cook II is responsible for cooking activities at one of the cooking stations in a large kitchen or is the cook in a small kitchen and may supervise kitchen or cook helpers; whereas the Cook III is responsible for all cooking operations in a large kitchen during an assigned work shift, including supervising and participating in cooking activities.

Examples of Duties:

Checks menus and secures sufficient raw foods for cooking purposes; estimates cooking periods and starts food in time to meet scheduled meal times; observes food while cooking and determines appropriate cooking temperatures; seasons food; makes gravies, soups, and broths; cooks vegetables and meat; makes pies, cakes, pastries, and hot breads; supervises kitchen helpers and others assisting in preparing meals; may plan or revise menus; cleans and maintains tools, equipment, and work areas.

Knowledge of: Quantity cookery; use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; methods of handling and storing foods; personal hygiene.

Ability to: Instruct and supervise others in cooking activities; estimate amounts of raw foods necessary to meet menu requirements; plan cooking schedules to meet scheduled meal times; get along well with others; tolerate kitchen heat; perform menu planning and food purchasing as required; perform heavy lifting, moving and carrying typical of the class.

COOK III

9.560

Duties Summary:

Supervises and participates in cooking activities in a large kitchen during an assigned work shift; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from that of Cook II in that the Cook III is responsible for all cooking operations during an assigned work shift in a kitchen having several cooking stations serving a large number of meals, including supervising other cooks and participating in cooking activities; whereas the Cook II is responsible for cooking activities at one of the cooking stations in a large kitchen or is the cook in a small kitchen and may supervise kitchen or cook helpers.

This class differs from that of Cook IV in that the Cook III has charge of cooking operations during an assigned work shift and supervises and participates in cooking activities; whereas the Cook IV has charge of the overall cooking operations in a large kitchen and spends a predominant amount of time in planning, organizing, directing, and coordinating cooking activities, including supervising cooks who are in charge of the various work shifts.

Examples of Duties:

Plans for and supervises the work of employees in a large kitchen; makes work schedules for employees; trains and instructs employees in cooking procedures; utilizes food to be cooked as economically as possible to avoid waste and to conserve supplies available; checks menus and secures sufficient raw foods for cooking purposes; estimates cooking periods and starts food in time to meet scheduled meal times; observes food while cooking and determines appropriate cooking temperatures; seasons food; makes gravies and soups, cooks vegetables, meat and other foods as

assigned; makes pies, cakes, pastries and hot breads; sees that employees supervised adhere to proper sanitation practices; cleans and maintains tools, equipment and work area; may plan or revise menus.

Knowledge of: Kitchen management; quantity cookery; the use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; principles and practices of supervision; menu planning; food purchasing and storage.

Ability to: Instruct and supervise others in cooking activities; estimate amounts of foods necessary to meet menu requirements; plan cooking activities to meet scheduled meal times; get along well with others; tolerate kitchen heat; perform heavy lifting, moving and carrying typical of the class.

COOK IV

9.565

Duties Summary:

Supervises the overall cooking operations in a large kitchen, including supervision over cooks in charge of the various work shifts, and responsibility for maintaining the kitchen in proper order; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first full supervisory level in the series.

This class differs from that of Cook III in that the Cook IV has charge of the overall cooking operations in a kitchen having several cooking stations serving a large number of meals, and spends a predominant amount of time in planning, organizing, directing, and coordinating cooking activities, including supervising cooks who are in charge of the various work shifts; whereas the Cook III has charge of cooking operations during an assigned work shift and supervises and participates in cooking activities.

Examples of Duties:

Plans, organizes, directs, and coordinates the work of cooks and other kitchen employees; reviews work schedules of employees; trains and instructs cooks in the performance of tasks; checks menus and secures sufficient raw foods for cooking purposes; organizes work and utilizes food supplies to make most economical use of food; insures that cooking is completed by the designated meal times; inspects kitchen areas to insure that employees adhere to proper sanitation and safety practices; submits requisitions for supplies and equipment; reviews and evaluates the work performances of employees; may plan or revise menus; and may occasionally perform cooking activities.

Knowledge of: Kitchen management; quantity cookery; the use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; principles and practices of supervision; menu planning; food purchasing and storage.

Ability to: Plan, organize, direct, and coordinate cooking activities; estimate amounts of food necessary to meet menu requirements; arrange and maintain work schedules; get along well with others; tolerate kitchen heat; maintain appropriate records and files.

This is an amendment to the class specifications for the classes, COOK I - IV, combine levels into one class specification, effective September 3, 2013.

This is an amendment to the class specifications for the class, COOK I - IV, to include the mental/emotional requirement, effective April 16, 2005.

This is an amendment to the specification for the class COOK I - IV approved on October 19, 1955, and August 3, 1965.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: September 3, 2013

PAUL TSUKIYAMA
Director of Human Resources