

PART II

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

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Minimum Qualification Specifications  
for the Classes:

9.565

COOK I - IV

Minimum Qualification Requirements:

Experience Requirements: Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Cook I	1	0	1
Cook II	2	0	2
Cook III	3	*	3
Cook IV	3	1	4

General Experience: Progressively responsible experience which demonstrated knowledge and skill to perform general quantity cooking duties.

Quantity cooking is defined as experience in the daily preparation of meals in a restaurant, hospital, school, correctional facility or other large institution. Experience of this kind may be gained as a cook in a kitchen where large scale cooking operations are performed and a large number of meals are served daily.

Cook I: experience as an apprentice or helper in a kitchen where large-scale cooking operations are involved may be considered if the experience demonstrated knowledge and skill in quantity cooking by performing a majority of the following tasks: preparing vegetables and fruits for cooking or for salads; assisting in cooking vegetables in bulk quantities by lightly seasoning, watching and stirring while cooking; preparing salads, sandwiches and other cold food items; making coffee and toast; boiling eggs; and cooking cereal, rice, macaroni, spaghetti and other foods which are simple to prepare.

Cook II level and above, the experience must have demonstrated knowledge of and ability to independently prepare various types of foods using various cooking methods (e.g., cooking meats, fish and poultry by various processes, such as roasting, baking, broiling and/or frying).

Cook III level, at least one year of experience must have been comparable to the class Cook II.

Non-Qualifying Experience: Experience which is limited to serving food, cleaning kitchen areas, washing dishes; or experience limited to only one phase of cooking such as fry-cooking or baking, or to other kinds of work that do not afford the opportunity to acquire the knowledge and skills of quantity cooking will not be accepted as qualifying for the General Experience requirement.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

\*Applicants for Cook III must demonstrate possession of Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education for Experience:

1. An Associate in Science degree, from an accredited college in culinary arts, food service management, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for two (2) years of General Experience.
2. A Certificate of Achievement (at least 30 semester credit hours) from an accredited college in culinary arts, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for one (1) year of General Experience.
3. A Certificate of Completion (at least 12 semester credit hours) from an accredited college in culinary arts, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for six (6) months of General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that

he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience in which they wish to base selective certification and the duties of the position to be filled.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes, COOK I - IV, to combine the levels into one specification, add supervisory aptitude to level III and supervisory experience to level IV, and add substitutions, effective September 3, 2013.

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This is an amendment to the minimum qualification specifications for the classes, COOK I - IV, to include the mental/emotional requirement, effective April 16, 2005.  
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This is an amendment to the minimum qualification specifications for the classes, COOK I - IV approved on October 19, 1955, and August 3, 1965.

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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

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PAUL TSUKIYAMA  
Director of Human Resources