

# PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

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## Please Post

### VACANCY

#### Cook

Jennie F. Snapp Middle School

7:00am to 1:15pm

Start Date – ASAP

#### SALARY:

\$13.89/hour

#### *Please note:*

- All final hires are subject to a clean fingerprint/background check and fit-for-duty physical.
- **Potential applicants should review MINIMUM QUALIFICATIONS on attached Civil Service Job Description before applying to determine if they are qualified.**
- Position is full time and benefits are available if desired

**Send letter of interest, Broome County application, and reference sheet to:**

Mrs. Nancy Legenhausen  
Personnel Assistant  
1100 East Main Street  
Endicott, NY 13760

**Deadline for Applications:**

10/31/21

**EOE**

njl  
9/16/21

**UNION-ENDICOTT CENTRAL SCHOOL DISTRICT**

## COOK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the preparation of food on a moderate to large scale. This position differs from that of Head Cook by virtue of the fact that there is no overall staff supervision and menu planning is carried out by a higher-level cook or supervisor in charge of food service. Direct supervision is received from a Head Cook or other superior. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares and cooks difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc;  
Operates various kitchen equipment such as slicers, mixers, pressure cookers, ovens, dishwashers and choppers;  
Reads menus or recipes to satisfy food requirements as stated on production sheets;  
Prepares and cooks meals for those requiring special diets;  
Reads and follows recipes in the preparation of foods;  
Checks food temperature to ensure compliance with County and State Health regulations;  
Cleans ovens, pressure cookers, and other kitchen equipment when necessary;  
May requisition food on an on-going basis;  
May divide food into portions and package it for delivery to meal sites, if assigned to a central kitchen;  
May bake items such as pastries, muffins, breads and cookies;  
May supervise the serving of food.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern cooking utensils, appliances and equipment;  
Good knowledge of approved methods of preparing, cooking and baking food in large quantities;  
Good knowledge of kitchen and food preparation sanitation;  
Working knowledge of food values and nutrition;  
Ability to read, understand and follow directions and recipes;  
Ability to direct the work of and get along well with others;  
Ability to manipulate kitchen utensils and equipment;  
Ability to keep basic records;  
Cleanliness.

### **MINIMUM QUALIFICATIONS:**

Two years' experience in the preparation of food on a large scale.

**NOTE 1:** Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for the required experience on a year for year basis.

**NOTE 2:** Large scale cooking is the preparation of variety of meals requiring varying preparation techniques for service of groups of more than 50 people.