

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Cook Specialist II	OFFICE/BRANCH/SECTION 903/709/Sutter Sierra Region	
WORKING TITLE Cook Specialist II - PI	POSITION NUMBER 903-709-2184-918	REVISION DATE 04/2021

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Working under the supervision of a Supervising Cook, the incumbent prepares, plans, and dispenses food and all duties related to working in a kitchen with dormitory facilities as stated below.

**CORE COMPETENCIES:**

As a Cook Specialist II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Engagement)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Advance Equity and Livability in all Communities - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First - Integrity)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Prepares, cooks and dispenses balanced menus from the basic food groups for large groups of employees, while providing hospitable living and dining environment.
30%	E	Assist in planning menus, requisition of supplies; receive, inspect, store and inventory supplies; assist in maintaining such records for inventories.
25%	E	Cleans kitchen, washes dishes and maintains all areas of kitchen (and dormitory as needed) in a clean and sanitary condition.

**ADA Notice**

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<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Employee will receive supervision from a Supervising Cook I in charge of the assigned facility and a Caltrans Area Superintendent. Will receive some training from other members of the crew. No direct supervision. Employee may at any time be placed in charge of a crew as acting Leadworker for other workers, such as other Cook II's, Cook I's or Janitor class.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of effective supervision and instruction and working with assistants and helpers; food accounting and keeping records and preparing reports.

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule and prepare and follow menus, recipes and formulas; determine food quantities necessary for groups of varying size, instruct and work with assistants; keep records and prepare reports; analyze situations accurately and adopt an effective course of action. Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense, or damage to State equipment and facilities.

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### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift.

A. Snowy days: standing during typical 12-hour shift, 50%, walking 40%. Sitting preparing menu, record keeping on food orders, purchases, etc., 10%.

B. Regular non-snow days: Standing and walking 75% of the day, sitting 25%.

Lifting – Items listed may be any of the following but not limited to: cases of food products up to 25 lbs., meat, dish racks, mop buckets, etc.

Carrying – Bagged/boxed material, which may weigh 25 lbs., must be carried from storage areas to kitchen area or job site.

Bending/Crouching/Squatting/Crawling – The Cook II must bend throughout the day while preparing food, moving product, and/or cleaning work areas. All of these activities are necessary when picking up and laying down tools and material.

Simple Grasping – This activity is necessary about 95% of the shift; using kitchen materials and tools in food preparation and cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of Sight, Smell and Cleanliness – Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases; patience, and ability to tolerate diverse personalities are highly essential.

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### WORK ENVIRONMENT

Working in a fast pace environment, nights, weekends, and holidays. Will work in dormitory facilities.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Cook Specialist I	OFFICE/BRANCH/SECTION 903/709/Sutter Sierra Region	
WORKING TITLE Cook Specialist I - PI	POSITION NUMBER 903-709-2185-918	REVISION DATE 04/2021

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Working under the supervision of a Supervising Cook, the incumbent prepares, plans, and dispenses food and all duties related to working in a kitchen with dormitory facilities as stated below.

**CORE COMPETENCIES:**

As a Cook Specialist I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First - Engagement)
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**TYPICAL DUTIES:**

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25% E	Assist in planning menus, requisition of supplies; receive, inspect, store and inventory supplies; assist in maintaining such records for inventories.
25% E	Cleans kitchen, washes dishes and maintains all areas of kitchen and dormitory as needed in a clean and sanitary condition, including restrooms public areas of dormitory, etc.

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5%	M	Cleans and maintains immediate outside areas of facility which includes but is not limited to: sweeping; watering; and maintaining parking areas, sidewalks, garbage pickup area, and supply areas of kitchen.
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