

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Cook Specialist II	OFFICE/BRANCH/SECTION Maintenance District 10	
WORKING TITLE Cook Specialist II	POSITION NUMBER 910-650-2184-918	REVISION DATE 01/30/2023

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 Caltrans Supervising Cook, and with functional guidance from a Caltrans Maintenance Area Supervisor, will prepare, plan, and dispense food and performs all duties related to working in a kitchen with dormitory facilities. Cook Specialist II will plan, organize, and assist with the preparation, cooking and serving of food to employees, perform maintenance on culinary equipment, supplies and work areas and other related functions. Works in the the day to day cleaning and operation of a seasonal bunkhouse/dormitory.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Cultivate Excellence - Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Prepares, cooks, and dispenses food and serves as chief cook on a shift. Ensures safe practices and that all rules and regulations under the California Occupational Safety and Health Administration (Cal-OSHA) and the Department of Health are followed.

ADA Notice

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25%	E	Carries out the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas. Makes inspections and maintains food handling practices and standards of safety and sanitation, requisitions, receives, inspects, stores, inventories supplies, and garbage disposal.
20%	E	Maintains morale of the crews and responds to emergency calls for such things as power failure, equipment failure, and makes field decisions to correct problems. As required, plans menus in accordance with the established food allowance and determines the amount of food to be prepared. Cleans kitchen, washes dishes, and maintains all areas of kitchen and dormitory in a clean and sanitary condition, including restrooms, shower facilities, recreational and meeting room, offices, and public areas of the dormitory.
10%	M	Bunkhouse/ dormitory operation duties include custodial tasks, issuance of room assignments and conformance to all relevant policies and procedures to all relevant polices and procedures concerning its operation. Will be responsible to handle cash transactions for meal purchases and lodging and to properly log each transaction.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally this position does not supervise, however, the Cook Specialist II may be placed in charge or called upon to act as lead-person for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing and serving 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 including nutritional and economical substitutions within the food groups.

Skill in judging food quality and the preparation and cooking of all food groups.

Ability to prepare palatable and adequate meals, keep records and prepare reports, keep inventories and make requisitions, use appropriate equipment, determine food quantities necessary for groups of varying size, and plan food production to schedule. Must be able to analyze various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If proper methods are not used in food preparation it could mean replacement of facility kitchen equipment at great expense to the State of California. Errors in judgment regarding safety practices in kitchen could result in health injuries to our employees and or to self.

PUBLIC AND INTERNAL CONTACTS

The Cook Specialist II in this position has substantial contact with road maintenance employees, and requires a special ability to communicate and maintain a positive departmental image. The public image of the Department often balances on the conduct of this individual. Contacts will be made daily with public suppliers, public and maintenance employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases. Cook Specialist II will be required to bend, stoop, climb, kneel, reach, push, pull sit and stand for long periods of time. Overtime may be required, and vacations may be restricted, during peak times. The workload is subject to frequent substantial and unexpected changes. Most be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at the base of operation, the cook will work in a climate-controlled facility under artificial light. However, due to periodic problems with out side of facilities work in outside cold and heat extremes may be required. Cook Specialist II will be required to work at high elevation.

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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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
