

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Cook I

**Class Code:** 7061

**Pay Grade:** 204

**GENERAL CLASS DESCRIPTION:**

Under direct supervision, performs general cooking duties using standardized recipes and performs other preparation and sanitation duties as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Prepares and cooks meats, fish, vegetables, gravies, cereals, soups, fruits, bakery products and other forms of food.
2. Prepares and cooks food for special diets from recipes formulated by qualified personnel.
3. Assists in on-the-job training and assist in directing the work of food service workers, students and other employees within area of assignment.
4. Assists in the preparation of salads and desserts.
5. Notifies supervisor of food and supplies needed. Checks in food and supplies as necessary. Maintains food production records.
6. Cleans kitchen, kitchen utensils and equipment; secures refrigerator and freezer.
7. Serves food as required.
8. Maintains maximum standards of sanitation and safety.
9. Performs other related duties and responsibilities as required or assigned.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

**Class Title: Cook I**

**Class Code: 7061**

**Pay Grade: 2047**

**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Ability to judge final food product for quantity (yield) and quality (color, taste, texture, etc.).
2. Ability to determine the freshness and quality of raw and cooked food products by sight and taste.
3. Knowledge of safe temperatures for serving food and storage of refrigerated and frozen storage of raw and cooked foods.
4. Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.
5. Ability to stand for long periods of time.
6. Ability to lift up to 50 pounds.
7. Ability to provide on-the-job training in food preparation to lower level employees.
8. Ability to maintain effective working relationships with others.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Ability to read, write and follow instructions.

**REVISION EFFECTIVE: July 1, 1989**