Georgia State University

Job Specification

Job Title: Cook II

BCAT Code: 093X44
BCAT Code: 093X55 (10-month term)  Effective Date: June 1, 2011
Pay Grade: G07   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides quality meals based on established recipes to ensure customer satisfaction under the general direction of the Chef.

Examples of Duties
- Supports, supervises and guides the Line Cooks I and Prep workers.
- Supervises personnel, such as students/temporary employees in maintaining the kitchen, prep, and dish areas.
- Assists in the daily operation of the kitchen, prep and dish areas; monitors the food rotations.
- Coordinates the receipt of food; monitors, controls, and records the food products and the amount of food being discarded on-line.
- Assists in the training and development of new employees in all areas of the kitchen.
- Keeps dishes, work areas and food storage areas clean and sanitized.
- Adheres to the guidelines and time schedules.
- Assists the Chef, Sous Chef and Dining Hall Manager in the planning of menus.
- Represents and promotes the interests and mission of Auxiliary and Support Services in various meetings.
- Promotes consistent and excellent customer service.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of proper food preparation and storage.
- Knowledge of nutrition, allergy and dietary standards.
- Ability to lift cases of food and supplies (up to 50 lbs. or more).
- Ability to read and perform simple recipes.

Minimum GSU Hiring Standards
High school diploma or equivalent with two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.