



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CHEFS AND HEAD COOKS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Chefs and Head Cooks-B	N1011B	35	
Chefs and Head Cooks-O	N1011O	40	
Chefs and Head Cooks-A	N1011A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

Nature of Work

Chefs and head cooks oversee the daily food service operation of a restaurant or other food service establishment. Chefs and head cooks are usually responsible for directing cooks in the kitchen, dealing with food-related concerns, and providing leadership. They are also the most skilled cooks in the kitchen and use their creativity and knowledge of food to develop and prepare recipes. Additionally, these workers ensure that sanitation and safety standards are observed and comply with local regulations. Fresh food must be stored and cooked properly, work surfaces and dishes clean and sanitary, and staff and customers safe from illness or injury to avoid being closed by the health department or law enforcement. Chefs and head cooks may prepare cost estimates for food and supplies, may set work schedules, may order supplies, and ensure that the food service establishment runs efficiently. They increasingly work in residential care facilities, such as nursing homes, and in schools and hospitals.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role are responsible for directing the work of other kitchen workers, estimating food requirements, and ordering food supplies.
- Employees may plan meals and develop menus.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year of experience in food preparation.

Minimum Qualifications

High School Diploma or GED.

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Operational

- Employees in this Role plan menus, coordinate with other activities of the facility and ensure that quality food service is provided.
- Employees formulate and prepare various diets and menus.

Recommended Education and Experience for Full Performance *

High school diploma or GED and one and a half (1.5) years directly related experience in food preparation.

Minimum Qualifications

High School Diploma or GED and three (3) months experience in food preparation.

Advanced

- Employees in this Role are responsible for all aspects of food service operations in a facility.
- Employees ensure that safety and sanitary practices are adhered to, prepare budget and food cost studies, purchase food, supplies and equipment.

Recommended Education and Experience for Full Performance

High School Diploma or GED and two (2) years of experience in food preparation.

Minimum Qualifications

High School Diploma or GED and six (6) months experience in food preparation.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Food Production — Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Time Management — Managing one's own time and the time of others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.