



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

COOKS, INSTITUTION AND CAFETERIA

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Cooks, Institution and Cafeteria-B	N2012B	30	
Cooks, Institution and Cafeteria-O	N2012O	35	
Cooks, Institution and Cafeteria-A	N2012A	40	

**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

Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

Nature of Work

Institution and cafeteria cooks, work in the kitchens of schools, cafeterias, businesses, hospitals, and other institutions. They prepare a large quantity of a limited number of entrees, vegetables, and desserts according to a preset menu. Meals are generally prepared in advance. Cooks measure, mix, and cook ingredients according to recipes, using a variety of equipment. The number, type, and responsibilities of cooks vary depending on where they work, the size of the facility, and the complexity and level of service offered.

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 assist in preparing, seasoning, and cooking food to be served to patrons.

Recommended Education and Experience for Full Performance

High school diploma or GED and six (6) months of directly related cooking experience is required for this position.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role are responsible for the quality of cooking service to include preparing, seasoning, and cooking meats, fish, fowl, vegetables, soups, baked goods, sauces, and desserts.

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Recommended Education and Experience for Full Performance*

High school diploma or GED and one (1) year of directly related cooking experience is required for this position.

Minimum Qualifications

High School diploma or GED.

Advanced

- Employees in this Role prepare menus, food budget, and food requisitions.
- Employees maintain food and equipment inventory and ensure that kitchen and dining areas are kept in sanitary condition.

Recommended Education and Experience for Full Performance

High school diploma or GED and one and a half (1.5) years of directly related cooking experience is required for this position.

Minimum Qualifications

High School diploma or GED and three (3) months of directly related cooking experience is required for this position.

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

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

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

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.

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

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

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

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

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

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Speaking — Talking to others to convey information effectively.

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: 09/20/2011

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

Note: 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.