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| **State of Montana Occupational Standard Template****Job Code Title:** Cook**O\*Net Code:** 35-2012.00 - Cooks, Institution and Cafeteria |
| **[ ] Purpose** *(Check the box if the purpose of the job matches the occupational standard)***:** Perform duties which combine preparing and serving food and nonalcoholic beverages. |
| **Method used to Conduct Classification Review (***If at least 70% of the time spent performing the work in the job matches the standard by at least 70%, continue using this occupational standard. If not, choose a different occupational standard or use an “all other” template***):** [ ]  Job Description Review [ ]  Reclassification & Job Audit [ ]  Reclassification Transition [ ]  Other (describe): **% Representative Duties Performed at All Levels** *(Add percent of time matching the standard. Leave boxes unchecked if the work duty is not performed in the job. Classification does not require all boxes in this section be checked.)*:**[ ]** Assist with preparation of food.**[ ]** Receive and store food and food-service items.**[ ]** Keep work area clean and sanitize preparation areas, such as cutting boards, serving equipment, and work surfaces.**[ ]** Wash and clean dishes, pans, and equipment used during food preparation.[ ]  Take food orders from customers, clients, and others.**[ ]** Organize and stock eating, service, and kitchen areas.**[ ]** Adhere to kitchen safety practices and report any safety problems.**[ ]** Maintain records or amount of food dispersed and amount returned**[ ]** May set up cafeteria lines and serve meals on the line or in the dining room. |
| * *Check any boxes\* in this standard matching the minimum requirements (including statutory requirements\*, if any) for the position’s job description.*
* *Check the box beside the job code and title matching the duties performed by the position. If the position does not perform all additional duties and meet all minimum requirements for higher levels, but still matches the overall 70% threshold for the occupation, check the box beside level 1.*
* *The job can’t be classified higher than level 1 unless all the level’s additional duties and other minimum requirements are performed by the position.*
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|  | **[ ] Food Preparer 1****M21021** | **[ ] Cook 2****M21022** | **[ ] Cook 3****M21023** | **[ ] Cook Supervisor****M2102M** |
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| **Additional Duties Required at this Level** | [ ]  None | [ ] Cook various items considering special requests, dietary restrictions, and nutritional requirements. [ ] Adjust recipes and cook large quantities of food based on numbers of portions requested and served.[ ] Determine and perform appropriate methods for cooking foods.[ ] Check menus, quantity sheets, and recipes.[ ] ~~Maintain records of amount of food dispersed and amount returned~~. | [ ] Schedule and oversee staff and assign work.[ ] Monitor and inspect work procedures, areas, and products to ensure efficient service, preparation, and conformance to standards.[ ]  Assist with ordering food and supplies and keep accurate records.[ ]  Train lower-level food preparers.**[ ]**  Monitor, inventory, and inspect kitchen equipment. | [ ]  Supervise or manage at least 2 FTE.[ ]  Perform management functions including hiring, firing, performance management, discipline, work distribution, and employee development.[ ]  Estimate food-supply requirements and adjust quantities based on usage statistics, special orders, menu changes, and other considerations.[ ]  Establish and maintain policies and procedures concerning all food-service areas. |
| *\*Note –Items below with check boxes are statutory requirements used during classification. Check the box if the position meets the statutory requirement.* |
| **Typical Qualifications on the First Day of Work** | * High-school diploma or equivalency required.
* One-year experience with food preparation.
 | * High-school diploma or equivalency required.
* One-year experience with large-scale food preparation.
 | * High-school diploma or equivalency required.
* Prefer associate degree in food service management or a closely related filed.
* Two years of large-scale food preparations and service.
* Prefer one year of supervisory experience.
 | * High-school diploma or equivalency required.
* Prefer associate degree in food service management or a closely related filed.
* Four years of large-scale food preparations and service.
* Two years of supervisory experience.
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| **Core Competencies** |  |  |  |  |
| **Other Important Information**  | * Possess food handler’s certificate or completes within six months of employment.
 | * Possess food handler’s certificate or completes within six months of employment.
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| **Typical Work Conditions** | * Extreme temperature changes of heat and humidity in work area.
 | * Operates mixers, ovens, steamers, peelers, grills, and other food-preparation equipment.
* Extreme temperature changes of heat and humidity in work area.
 | * Operates mixers, ovens, steamers, peelers, grills, and other food-preparation equipment.
* Extreme temperature changes of heat and humidity in work area.
 | * Normal office environment.
* May work in kitchen and service area.
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| **FLSA Status1** | * Non-exempt
 | * Non-exempt
 | * Non-exempt
 | * Exempt: Executive
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1 State agencies must evaluate each individual employee to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

**Minimum Physical/Mental Requirements:**

* Lifts or move objects weighing up to 50 pounds.
* May be required to perform heavy work, such as scouring and scrubbing cooking equipment.
* Push and pull carts.

**Distinguishing Factors:**

**Supplemental Job Information (to be completed by agency):**

* Position Number(s):
* Differing Work (Differences, if any, must be no more than 30 percent of the total job. If a job differs more than 30 percent from this description, it must be classified into another benchmark or an “all other” standard.):

**Supporting Documentation:**

**[ ]  Agency Classification Request**

**[ ]  Organizational Chart**

**[ ]  Job Audit Notes**

**[ ]  Other (please describe):**

**Signatures**

My signature below indicates the statements associated with this position’s duties are accurate and complete.

Supervisor (Name, Title, Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I attest the criteria outlined above meet classification requirements outlined in the broadband manual/policy) establishing the following occupational title and level for the positions listed:

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEVEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classifier (Name, Title, Date, Agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_