Summary Information:

Classification Title:	Baker/Cook	Date Prepared:	04/2003
FLSA Status:	Non-Exempt		

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

465 A	Food Service Operation	Coordinate the preparation of food. Assure use of safe food handling procedures.
466	Food Service Delivery	Prepare, set up, and serve food.
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.
413 A	General Cleaning – Food Services	Clean Central Kitchen and delivery equipment. Operate cleaning equipment to perform job duties.
755	In-service Training	Participates in appropriate in-service training.
999	Assigned Duties	Perform other duties as assigned.
General (Classification Specification Fa	ctors:
Education/Experience: High School Diploma or equivalent and three years related experience		
Supervisory Responsibility:		None
Type of Supervision:		N/A.

Effective Date:

07/01/2003

Skill Identification

	Managerial/Supervisory Skills	Important	Not Important
	wanagenan/Supervisory Skins	important	Important
•	Developing Multi-year Strategic and/or Operational Plans		
•	Developing Annual Budgets		
•	Policy Development		
•	Controlling Expenses		
•	Coordinating Resources		
•	Decision making		
•	Delegation		
•	Individual/group leadership		
•	Interpersonal (working with groups)		
•	Knowledge of Business/organizational systems		
•	Negotiating and/or persuading others to take action		
•	Promoting safety		
•	Supervising, coaching and developing employees		

Office Skills	Important	Not Important
c. Chaling managements		
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
• Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
• General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
• Advanced math - algebra, statistics, geometry		
• Architecture		
• Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
• Craft skills (electrical, etc.)		
Drawing-figures/drafting		
• Engineering		
Graphic arts		
• Landscaping		
Good Judgment		
Work standards		

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	-	Salary C	Grade 36
• Integrity		, ,	

Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

Physical Demands	Important	Not Important
 Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms Color - Match or discriminate colors Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound Lifting - raising or lowering an object so that the object moves toward the force (includes jerking) Pushing - exerting force upon an object so that the object moves from the force (includes jerking) Reaching - extending the hands and arms in any direction Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		