

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

COOK 1, 2  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future food service positions that perform quantity cooking. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses non-supervisory positions responsible for quantity cooking in a food service program.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions meeting the statutory definition of supervisor or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions responsible, for a majority of time, for a comprehensive, full-time baking operation, or positions that perform baking work a majority of the time, and are more appropriately classified in the Baker series.
3. Positions that for a majority of the time lead or direct a group of incarcerated offenders or psychiatric patients in food service activities, and are more appropriately classified in the Corrections Food Service Leader series.

4. All other positions more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employes typically enter a position within this classification series by competitive examination. Progression from Cook 1 to Cook 2 occurs through reclassification as the necessary training and skills are obtained and the work performed is best defined at the Cook 2 level.

## II. DEFINITIONS

### COOK 1

Under close progressing to limited supervision, these positions perform quantity cooking in a food service program and perform related work as required. Positions at this level receive training in nutrition, cooking techniques, food safety and sanitation, may prepare food for special diets and may guide the work of students or other assistants. Individuals in these positions progress to the Cook 2 level when successfully trained and have demonstrated competence in quantity food production.

### COOK 2

Under general supervision, these positions perform quantity cooking in a food service program at an advanced, fully-trained level. These positions have full knowledge of food safety, quality and sanitation standards and are responsible for independently maintaining compliance with these standards. Positions guide the work of students or other assistants, and may prepare food for special diets.

There are three allocations for these positions:

- 1) Under general supervision in a large or major food service program, performs a full range of quantity food production, including entrees, soups, desserts, vegetables, salads, fruits, sauces, gravies, etc. May keep production records.
- 2) In a small food service program where there is no supervisory position devoted primarily to performing food service activities, and too few kitchen positions to justify a designated food production leadwork position, a position at this level functions independently to prepare and cook meals and snacks, plan menus, order food and supplies, and keep production records.
- 3) Leads assistants in food production in a specialized area, such as salads, or fruits and vegetables, etc., and must be designated as a substitute Cook, functioning regularly as such in a rotation with other Cooks, or on a regular and recurring basis as a substitute for Cook positions described in the first two allocations. This requirement of functioning regularly as a rotation or substitute Cook differentiates these positions from Food Service Assistant lead positions.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 21, 2000 and announced in Bulletin CLR/SC-112, and results from the partial implementation of the Food Service Occupations Survey, initiated on September 11, 1997, and announced in Bulletin CC/SC-71. This classification replaces the Cook 1, 2 classification series abolished effective with the creation of this new Cook 1, 2 classification series.

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