



**Job Specification**

**Job Title: Cook I**  
**BCAT Code: 810X AE**  
**Pay Grade: G06**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Prepares food for the University's Child Development Center. Oversees staff use of kitchen and laundry room.

**Examples of Duties**

- Prepares meals and snacks, and delivers them to classrooms at designated times.
- Assists with the preparation of special meals and snacks for children due to health problems or diet restrictions.
- Prepares meals for special functions of the Child Development Center.
- Keeps dishes and food storage areas clean; cleans kitchen top, stove and other work areas.
- Maintains kitchen food supplies.
- Assists with various Child Development Center activities such as washing and sterilizing infant and toddler toys, and supervises laundry room use.
- Assists in washing laundry for Child Development Center.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of proper food preparation and storage.
- Some knowledge of nutrition and dietary standards.
- Ability to lift cases of food and supplies (up to 50 lbs. or more).

**Minimum GSU Hiring Standards**

High school diploma or GED and one year experience working in institutional quantity cooking. Technical training in commercial food service or child nutrition is preferred.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*