

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Cook	<b>Job Code:</b>	96011
<b>Job Function:</b>	Staff	<b>Grade:</b>	03
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance Accounting Division	<b>Date:</b>	10/14;7/12

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**Job Summary:**

Under general supervision cook food in production quantities.

**Essential Functions:**

60-80% Operate standard kitchen equipment to cook foods, mix salads and make desserts, dressing and breads. Prepare hot & cold beverages and special menu foods. Slice meat and cheese and make sandwiches. Assemble fruit plates and relish trays. Clean and cut vegetables and meats before cooking and mixing.

10-20% Set-up and tear down service lines and serve on lines. Portion, slice and wrap food. Set-up and tear down tables. Set-up and clear carts. Pack food for delivery to dining areas and storage.

10-20% Clean work areas, equipment and utensils.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by superintendent/supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

Serve Safe Certification required within 6 months of hire.

**Experience:**

Requires a minimum of 1 year experience in mastery of basic methods of cooking, computing food usage for each meal period and the ability to execute and scale a recipe. Knowledge of safety practices and skill in operation of kitchen equipment required. Ability to add, subtract, multiply and divide whole numbers required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on university need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.