

## EDITED KSA LISTING

### CLASS: Cook Specialist II, (Correctional Facility)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1.	Advanced knowledge of kitchen sanitation procedures in order to keep the food service areas clean and sanitized, to comply with laws, rules and regulations.
K2.	Advanced knowledge of kitchen safety measures in order to prevent accidents and injuries.
K3.	Advanced knowledge of food handling sanitation/Hazard Analysis Critical Control Point (HACCP) procedures in order to prevent foodborne illness and cross contamination.
K4.	Advanced knowledge of the procedures and principles used in the storage and care of food in order to comply with laws, rules, regulations, keep the food supply safe and maintain a safe environment, promote vector control.
K5.	Advanced knowledge of procedures and principles used in the preparation and cooking of food in order to prepare safe and nutritious meals, comply with laws, rules, and regulations.
K6.	Advanced knowledge of procedures and principles used in the dispensing of food in order to comply with laws, rules, regulations, portion control.
K7.	Advanced knowledge of operating kitchen equipment (e.g., mixers, steam jacket kettles, serving lines, hot carts, grill/griddles, etc.) used in the care, preparation, cooking, and dispensing of food in order to prepare safe and nutritious meals, promote safety, to accomplish the day-to-day activities.
K8.	Advanced knowledge of methods and procedures used in the cleaning and sanitizing of utensils, equipment, and work areas in order to comply with laws, rules and regulations, prevent foodborne illness.
K9.	Intermediate knowledge of basic supervision techniques and principles in order to motivate inmates/wards to complete the day-to-day activities.
K10.	<b>Advanced knowledge of weights and measures in order to provide the correct amount needed in a recipe, ensure quality control, and consistency of product.</b>
K11.	Intermediate knowledge of training/instruction techniques in order to improve cooking skills, and have a trained workforce.
K12.	Advanced knowledge of food values as well as nutritional substitutions within food groups in order to substitute for adequate nutrition.
K13.	Intermediate knowledge of food accounting usage in order in order to comply with laws, rules, regulations, National School Breakfast and Lunch Program, ensure adequate supply, and ensure the recommended daily allowance.
K14.	<b>Intermediate knowledge of inventory control in order to know what supplies needs to be ordered and what supplies are on hand.</b>

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#	Knowledge, Skill, Ability
K15.	Intermediate knowledge of requisitioning various supplies in order to maintain a sufficient store of required items.

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#	Skill to:
<b>S1.</b>	Prepare and cook menu items using all food groups in order to provide meals to inmates/wards and staff while practicing safe food handling procedures.
<b>S2.</b>	Communicate effectively (verbal and written) in order to provide information and direction, train inmates/wards, promote and maintain confident and cooperative relationship with others (inmates/wards and staff).
<b>S3.</b>	Follow directions in order to accomplish the day-to-day activities, ensure a safe and secure working environment.
<b>S4.</b>	Maintain records and behavioral reports to ensure a safe and secure working environment.
<b>S5.</b>	Analyze situations accurately and adopt an effective course of action in order to promote a safe and secure work environment.
<b>S6.</b>	Dispense all food groups in order to provide meals to inmates/wards and staff; practice safe food procedures, and portion control.
<b>S7.</b>	Clean and sanitize cooking utensils, equipment and work areas in order to keep the kitchen sanitary and orderly, comply with laws, rules and regulations.
<b>S8.</b>	Weigh and measure food in order to provide the correct amount needed for recipes to ensure quality and quantity control.
<b>S9.</b>	Supervise/direct inmates/wards in order to complete their day-to-day activities.
<b>S10.</b>	Train/instruct others in order to improve cooking skills, and have a trained workforce and a safe and secure working environment.
<b>S11.</b>	Operate kitchen equipment (e.g., mixers, steam jacket kettles, serving lines, hot carts, grills, etc.) used in the care, preparation, cooking, and dispensing of food in order to prepare safe nutritious meals and promote safety.
<b>S12.</b>	Judge food quality in order to ensure quality of food items being prepared.
<b>S13.</b>	Plan meal production in order to produce meals in a timely manner.
<b>S14.</b>	Determine food quantities necessary for groups of varying size in order to adequately feed the population; follow recipes, etc.

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	<b>Ability to:</b>
A1	<b>Ability to lift up to 30 pounds in order to accomplish day-to-day activities.</b>

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	<b>Special Personal Characteristics:</b>
SPC1.	Sympathetic understanding of and willingness to work with inmates/wards in order to accomplish the day-to-day activities.
SPC2.	Personal hygiene/cleanliness in order to maintain safe and healthy work environment.
SPC3.	Possess a good sense of smell and taste in order to provide a palatable meal.
SPC4.	Freedom from communicable diseases in order to maintain a safe and healthy work environment.

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	<b>Special Physical Characteristics:</b>
SPC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.
SPC2.	Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.
SPC3.	<b>Possess balance/coordination/agility in order to accomplish the day-to-day activities.</b>
SPC4.	<b>Able to maintain repetitive motion in order to accomplish the day-to-day activities.</b>
SPC5.	<b>Able to push, pull, and bend in order to accomplish the day-to-day activities.</b>
SPC6.	<b>Able to stand for long periods of time (6-8 hours) in order to accomplish the day-to-day activities.</b>

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	<b>Willingness to:</b>
WC1.	<b>Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.</b>
WC2.	<b>Willingness to wear protective clothing and apparatus as required.</b>
WC3.	<b>Willingness to comply with annual tuberculosis screening requirements.</b>
WC4.	<b>Willingness to abide by and adhere to the institutional dress code.</b>
WC5.	<b>Willingness to comply with departmental training requirements.</b>
WC6.	<b>Willingness to report dangerous situations/contraband to supervisors and/or custody staff.</b>
WC7.	<b>Willingness to independently supervise a work crew of inmates/wards.</b>
WC8.	<b>Willingness to work in a State correctional facility at various custody/security levels.</b>
WC9.	<b>Willingness to work in various mental health settings and programs within the institution.</b>
WC10.	<b>Willingness to work with inmates/wards, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.</b>
WC11.	<b>Willingness to work with inmates/wards, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.</b>

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WC12.	<b>Willingness to work around peace officers armed with chemical agents and/or weapons.</b>
WC13.	<b>Willingness to work with potentially hostile and/or aggressive wards/inmates.</b>
WC14.	<b>Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).</b>
WC15.	<b>Willingness to report unethical and/or illegal behavior on the part of departmental staff.</b>
WC16.	<b>Willingness to treat inmates/wards in a professional, ethical, and tactful manner.</b>
WC17.	<b>Willingness to train and supervise inmates/wards.</b>
WC18.	<b>Willingness to accept constructive criticism and respond appropriately.</b>
WC19.	<b>Willingness to respond to changes in the work unit in a positive, professional manner.</b>
WC20.	<b>Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.</b>
WC21.	<b>Willingness to work professionally with individuals from a wide range of cultural backgrounds.</b>
WC22.	<b>Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.</b>
WC23.	<b>Willingness to work in a team environment to complete assigned work tasks.</b>

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WC24.	<b>Willingness to drive a departmental vehicle for part or all of your assigned shift.</b>
WC25.	<b>Willingness to work at remote sites and locations alone or with very little interaction with others.</b>
WC26.	<b>Willingness to bend, stoop, climb stairs, push, pull, twist, and briskly walk a minimum of 50 yards.</b>
WC27.	<b>Willingness to carry equipment and materials weighing up to 30 pounds.</b>
WC28.	<b>Willingness to work overtime and on-call hours as required.</b>
WC29.	<b>Willingness to work weekend work shifts (i.e., Saturday and/or Sunday shifts) on a regular, rotating basis.</b>
WC30.	<b>Willingness to work holiday work shifts on a regular, rotating basis.</b>

\*Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Cook Specialist II (CF).