

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
5377

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC	5. Duty Station 554 - Denver, CO	6. OPM Certification
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical sensitive <input type="checkbox"/> 4-Special Sensitiv

and replace PD# 01970A
WG-7404-8, Cook, dated 5/96

a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	Cook Leader	WL	7404	10	1/29/03
e. Recommended by Supervisor or Initiating	Cook Leader	WL	7404	10	1/29/03

GONZALEZ, J.

Department of Veterans Affairs	Nutrition and Food Service (120)
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Food Production & Service
b. Second Subdivision Denver VA Medical Center	e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor Orlando Montoya Chief, Food Production & Service Signature: <i>Orlando Montoya</i> Date: 11/26/02	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Marcie M. Chase, RD Chief, Nutrition & Food Service Signature: <i>Marcie M. Chase</i> Date: 11-26-02
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
JGS for Leader WL-7404 dated 6/97 (HRCO-3)
Federal Wage System, JGS for Cooking, 7404 (FS-63, dtd. 2/92)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management Information on classification/job grading appeals, and complaints on FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
Brent N. Huber, HRAS(c), HRMS 1/29/03
Signature: *Brent N. Huber* Date: 1/29/03

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
BUS - 7777

Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

COOK LEADER

Introduction: Performs duties that require a broad knowledge of food service operations related to advanced food production while serving as a work leader for 3 lower grade employees.

I. Principle duties:

A. Cooking:

Independently prepares all types of meats, poultry, seafood, vegetables, fruits, sauces and gravies for regular and modified diet menus.

Utilizing standardized recipes, prepares, seasons, portions and schedules cooking procedures so that many completed products are ready at the appropriate time and temperature.

Assumes responsibility for preparing, planning and/or coordinating entire meals.

Inspects all food for quality and freshness before preparation.

Monitors temperature and operation of equipment during cooking process to prevent uneven cooking or drying out.

Coordinates food production activities so that the blast chilling process is completed properly, considering the types of food and the order that these foods are chilled.

Labels and arranges cook/chilled food for transport to the food bank and to satellite facilities.

Prepares food for a variety of modified diets using recipes that require numerous inter-related steps, a variety of ingredients, while considering varying degrees of doneness as it relates to an advanced delivery system.

B. Leader:

Following written instruction from the Chief of Food Production and Service, develops daily assignments sheets for lower grade cooks based on the menu and production schedule.

Provides instruction and direction to lower grade cooks and food service workers, demonstrating proper work methods and sequence of work.

Monitors walk in refrigerators in the main kitchen and Ingredient Control Room to ensure food items are labeled, dated and stored properly.

Obtains food production information from higher level management and communicates information to lower grade cooks and food service workers to resolve problems.

Assists the Chief, Food Production and Service in ordering food in accordance with daily and weekly menu requirements for the Eastern Colorado Healthcare System.

Reports to Chief, Food Production and Service status of production schedule and any production delays.

Interprets production schedules, menus, computer print outs and other written instructions for lower grade cooks.

Monitors food bank progress to ensure food items for production are available in the main kitchen when needed.

Serves as the in-charge person when the Chief, Food Production and Service is not available for technical advice and guidance. For example, coordinates progress and completion of work in the food production unit, redistributes assignments based on assessment of work progress and/or staffing levels, assures work assignments are completed prior to the end of the tour of duty.

Reports to supervisor on performance and progress of employee training needs as well as disciplinary problems.

Approves leave in emergency situations.

Provides on the job training to new employees in accordance with established policies and procedures.

Monitors preparation of menu items by lower grade cooks to assure food items are prepared correctly and are of high quality.

In the absence of the Chief, Food Production and Service, prepares and/or adjusts daily food production worksheets with food orders, and assists taking inventory and setting up taste panel.

Assures that the food production unit completes weekly cleaning schedules.

C. Technical:

Acts as the technical advisor in answering questions/troubleshooting for the advanced food production equipment (i.e. blast chiller, temper tie, retherm cart, heat sealer etc.)

Accountable for proper temperature control, food handling, and storage of prepared and leftover items in the food bank and walk in refrigerator.

Completes and updates production manual by testing food items through the preparation, plate presentation and rethermalization process; reports results to supervisors.

Foresight is used to determine use of surplus food items within a 5-day time frame; foods with dates greater than 5 days are disposed of properly.

Receives and reviews cook/chilled food from the food bank for next days menus; checking for accuracy.

Ensures food for medical/surgical on-call residents is available in designated vending area, monitoring usage for acceptability and forecasting purposes.

Cleans work area during and upon completion of assignments.

Utilizes a computer terminal to record and retrieve recipe, menu, and inventory data as well as mailman functions.

Uses appropriate safety devices and personal protective clothing in performance of duties.

Proper utensils and gloves are to be used to ensure safe handling of all food.

Keeps supervisors informed of safety hazards and equipment in need of repair; inputting work orders as required.

II. Skills and Knowledge:

Must have a thorough knowledge of the full range of food preparation principles in an advanced production system including techniques and procedures necessary to develop new or revise current recipes.

Must know procedures related to cooking in large quantities and skills necessary to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet quality standards.

Must be able to judge quality of food produced to ensure high quality food is served to patients.

Must have knowledge of HACCP standards when handling food items to prevent contamination, which could result in food borne illness; must adhere to strictly to established standards of safety and sanitation.

Must be able to expand and modify recipes according to capacity of equipment and in response to adjustments in number of servings needed.

Must be skilled in planning and coordinating work so that priorities are met and established procedures are followed.

Must have skill in providing guidance to lower grade cooks/food service workers.

Must have knowledge of modified diets and be able to instruct lower level cooks in preparation of special foods.

Must be able to plan, coordinate, organize the sequence of steps needed to assure that appropriate chilled food items are properly placed on trayline and are in the correct consistency for meal service.

Must be able to organize work so as to product an orderly work flow in the food production unit; must work neatly, quickly and efficiently.

Must be able to operate, breakdown, and clean equipment used for quantity cooking and have a broad knowledge of sanitation regulation and proper food protection procures.

Must have the ability to read, write, count, do simple calculations, and convert the US standard system to the metric system.

Must be able to use a computer terminal.

III. Responsibilities:

The incumbent works under the general supervision of the Chief, Food Production and Service. Although he is not in a supervisory position, will coordinate the preparation of the entire meal and provide direction to lower grade cooks and food service workers.

Incumbent is responsible for monitoring finished food products, food and equipment temperatures and proper documentations on cooked foods to ensure food safety throughout the food production/service process. The types of monitors include checking cooked foods prior to rethermalization for proper bagging or panning; checking the food temperatures during blast chilling; doing

the final check of food to be transported to satellite facilities and checking food prior to tray service.

Incumbent is responsible for the preparation of high quality food and for maintaining a clean work area during and upon completion of assignments. Determining the amounts of food to prepare for each meal and to keep leftovers at a minimum. Work is subject to spot checks by the Chief, Food Productions and Service for conformance with quality food standards, timeliness, and adherence to established operating procedures. Assists in training of lower grade cooks. Incumbent is responsible for following all Nutrition and Food Service policies and procedures.

IV. Physical Effort:

Work involves frequent lifting or moving objects weighing up to 40 pounds, constant standing and walking, and occasional lifting over 40 pounds.

V. Working Conditions:

Kitchen is often uncomfortably warm and noisy. Cooks are exposed to steam, fumes, and odors from cooking. There is danger of slipping on floors that have been mopped or where food has been spilled. Burns from steam or hot foods and cuts from knives and equipment may occur if care is not practiced. Cooks are exposed to extremes in temperatures when entering walk-in refrigerators and freezers.



POSITION REPORT	NATURE OF PROPOSED ACTION New	POSITION NO. 5377		
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EXISTING

CLASSIFICATION TITLE Cook (Leader)	SCHED. WL	SERIES 7404	GRADE 10
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ORGANIZATIONAL TITLE Cook (Leader)	NO. POSITIONS One
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NAME OF EMPLOYEE	SECOND ORGANIZATIONAL SUBDIVISION Nutrition and Food Service
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STATION AND LOCATION ECHCS – Denver, Colorado	THIRD ORGANIZATIONAL SUBDIVISION Denver VA Medical Center
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FIRST ORGANIZATIONAL SUBDIVISION US Department of Veterans Affairs	FOURTH ORGANIZATIONAL SUBDIVISION
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PROPOSED

PROPOSED CLASSIFICATION TITLE Cook (Leader)	SCHED. WL	SERIES 7404	GRADE 10
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PROPOSED ORGANIZATIONAL TITLE Cook (Leader)	NO. POSITIONS One
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EVALUATION SUMMARY

CLASSIFICATION TITLE Cook (Leader)	SCHED. WL	SERIES 7404	GRADE 10
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ANALYSIS AND EVALUATION (Use additional blank sheets if more space is required.)

Reference: FWS Job Grading Standard for Cooking, 7404 (TS-63, dtd 2/92) and the JGS for Leader Positions, dated 6/97.

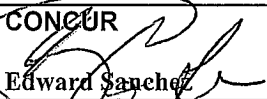

Background: This position is located in the Nutrition and Food Service at the Denver VA Medical Center, which is part of the Eastern Colorado Health Care System. The incumbent is responsible for food service operations related to advanced food production while serving as a work leader for subordinate wage grade employees and input with general schedule employees. The incumbent works directly for the Chief of Food Production and Service for the servicing area. The most appropriate classification series in which this position falls is the FWS JGS for Cooking, 7404 (TS-63, dtd. 2/92). Due to the leader responsibilities the FWS Job Grading Standard for Leader WL/NL (dtd. 6/97/HRCD-3) is used to determine the appropriate grade level.

Series/Title/Grade Determination: This position is appropriately classified in the 7404 series because the work involves the preparation of regular or special diet foods and meals. The appropriate title assigned is Cook (Leader). The FWS Job Grading Standard for Leader WL/NL is used to determine the appropriate grade level.

Classification Decision: The FWS Job Grading Standard for Leader WL/NL is broken down by determining the actual level of work performed by the workers. The incumbent due to input and oversight provided to general schedule employees and those wage grade employees he/she directly only the WL-08 level, however, due to the responsibilities he/she has with general schedule employees who are typically at the GS-11 level, the WL-10 level is assigned.

Conclusion:

Based on the assessment of the standard and the level of responsibility and leadership level provided, the position is found to fully meet the WL-7404-10 level. Based on the title determination found on page 3 of the JGS for Cooking (7404 Series) and page 4 of the JGS for Leader WL/NL, the title assigned is Cook (Leader), WL-7404-10.

CONCUR  Edward Sanchez	DATE 01-29-03	EVALUATED BY  Brent N. Huber	DATE 01-29-03
TITLE AND/OR ORGANIZATIONAL LOCATION Chief, HRMS		TITLE HRMS, HRS(C)	