

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC	5. Duty Station 644	6. OPM Certification
Career Ladder Cook WG 4/5/6		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Cook	WG	7404	6		
e. Recommended by Supervisor or Initiating Office	Cook	WG	7404	6		

16. Organization Title of Position (If different from the official title) \_\_\_\_\_

17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Nutrition, Hospitality & Food Service
a. First Subdivision Carl T. Hayden VA Medical Center	d. Fourth Subdivision
b. Second Subdivision Inpatient Care Service	e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position. \_\_\_\_\_  
 Signature of Employee (optional)

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  
 Ronnie Dearing, Cook Supervisor  
 Signature: *Ronnie Dearing* Date: 10/20/00

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 Anthony DeFrancesco, Asst. Administrator, NH&FS  
 Signature: *Anthony DeFrancesco* Date: 10/20/00

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

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

Typed Name and Title of Official Taking Action  
 Laurel Van Halderen, Administrator, ICS  
 Signature: *Laurel Van Halderen* Date: 10/20/00

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

24. Remarks \_\_\_\_\_

25. Description of Major Duties and Responsibilities (See Attached) \_\_\_\_\_

## POSITION DESCRIPTION

Cook, WG-7404-6

Position Number: 2797

Organizational Code:

Organizational Location: This position is located in Inpatient Care Services, Nutrition, Hospitality & Food Service Department, Food Production Unit.

Primary Purpose: Incumbent performs as a cook in the unit in support of the food service operation and the department's mission. Position is a career ladder position; WG 4/5/6, growth potential to WG6.

Cooks meats and vegetables, bakes a variety of baked goods, or cuts or trims meats.

Cooks a variety of regular or special diet foods and meals.

Adjusts recipes for yield and taste. Plans processes to ensure food is done on time and at the proper temperature. Suggest recipe changes to a higher-grade cook or supervisor.

Prepares Some Food for Regular and Special Diets using Complex Techniques 34 percent  
Performs a wide variety of food processing or cooking tasks to prepare regular or special diets. The work requires standard or complex techniques and requires adjusting standard recipes for quantity, taste or consistency. Processes (slices, grinds, and cuts) foods, weighs ingredients, or prepares fresh fruit and vegetables for cooking. Mixes ingredients from scratch for soups, broths, gravies, sauces, and puddings. Adjusts/changes process to improve taste and consistency. Calculates amounts of food needed and adjusts recipes for quantity. Performs yield testing of recipes. Prepares a full variety of food using all methods of dry and moist heat to accommodate regular and modified diet menus. Heats and serves convenience foods, using staggered cooking techniques. Adapts preparation methods in relation to equipment changes. Prepares food with minimum loss of nutrients. Loads, serves, and replenishes hot tables as assigned. Slices meat to conform to specific size or weight requirements. Maintains proper temperature for food during holding, transport, reheating and serving to meet quality assurance and food safety standards. Distributes food to serving area according to schedule. Properly presents cold foods. Carves and uses colorful fruits and vegetables as garnishes.

Safely Handles and Stores Food and Instructs Lower Graded Workers 33 percent  
Ensures proper procedures are used to cover, store and date all leftovers. Instruct lower graded workers in the proper handling and storage of food. Ensures leftovers are covered in accordance with proper sanitation preservation requirements. Ensures packages or containers are accurately dated. Ensures that leftovers are stored at the correct temperatures to prevent bacteria growth. Ensures proper food handling procedures are followed. Ensures proper procedures are followed to maintain accurate food inventories and rotates stock items to prevent spoilage.

Properly Receives, Issues, or Controls Supplies and Instructs Lower Graded Workers 33 percent  
Ensures proper receipt, check or issue of subsistence and non-subsistence items. Instruct lower graded employees in the receipt, check or issue of items. Ensures posted subsistence is ordered in accordance with daily menus. Ensures posted supplies are ordered monthly. Ensures bread and milk are ordered. Assists in determining requirements for ordering. Ensures proper receipt of subsistence deliveries and proper check for quality, freshness, proper state (frozen, etc.) quantity and adherence to Federal, VA or Qualified Products List specifications. Ensures all deliveries of food are dated before storing. Ensures proper storage of all foods according to VA and service policies, rotating stock on a first in - first out basis. Assists with monthly physical inventories and ensures a perpetual inventory of all unposted subsistence is maintained. Ensures established procedures to maintain security of storage area are followed. Calculates number of servings of each food item needed daily. Adjusts recipes. Weigh ingredients. Ensures distribution of all pre-weighed and/or measured food items, pre-portioned condiments and garnishes. Ensures stock levels of supplies are maintained in designated areas.

### SKILL AND KNOWLEDGE

Basic knowledge of food preparation principles and a practical understanding of the physical changes that occur during the processing and cooking of food. Working knowledge of the planning process involved in cooking an entire meal including the different preparation methods for various food items, the necessary time for cooking these different items, and how to schedule and coordinate their preparation to produce a properly cooked meal on time. Ability to evaluate a variety of raw and cooked food items to decide if they are fresh and whether cooked foods are done by items to decide if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Knowledge of how to prepare specialty sauces. Also, they have knowledge of cold food presentation and the skill to carve and use colorful fruits and vegetables as garnishes. Knowledge of standard formulas used in yield testing to determine portion cost and to adjust ingredients in standard recipes when altering the number of servings

required. Working knowledge of special and modified diets, and of the cooking techniques to use in following the adjusted recipes. Knows the principles of food spoilage, food borne illness, and food safety. Ability to follow standardized recipes and cooking techniques. Skill in using standardized recipes and cooking techniques that have been adapted to the requirements of a specialized food preparation system. Skill in operating and cleaning specialized equipment such as a cook tank, agitating kettle, pump fill station, tipper tie, blast chiller, and vacuum packer. Practical knowledge of methods and procedures necessary for ordering, issuing and storing food items in accordance with inventory and sanitation requirements. Ability to operate, breakdown, and clean the standard food service equipment they use such as a food processor, slicing machine, rotary or convection oven, and a deep fat fryer.

#### RESPONSIBILITY

The incumbent receives work assignments orally and in writing from their immediate supervisor or a higher level cook in the form of a cook's worksheet, menus, standardized recipes, meal, schedules, and special work orders. Plans, coordinates, and times work assignments to assure that food items are prepared on time and are at the proper temperature. Makes judgments about the recipe modifications needed to meet changes in the number of servings required. Adjusts the amounts and proportions of ingredients in recipes while maintaining the original balance between ingredient quantities and the number of portions needed. Suggest to a higher level cook or supervisor adaptations of standardized recipes to allow for differences on the cooking equipment specified in the recipe and the equipment that is available. Assists in training lower-grade cooks and advises them on how to improve their work methods. Responsible for the safe use and care of kitchen equipment. Work at this level is evaluated in process and upon completion by the supervisor of higher-grade cook in terms of the timeliness, quality, flavor, and appearance of prepared foods and conformance to sanitation and safety standards.

#### PHYSICAL EFFORT

Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers.

#### WORKING CONDITIONS

The work is performed in kitchen areas which are well lighted but are often hot and noisy. The incumbent is exposed to steam, fumes, and odors from cooking and to extreme temperature changes when entering walk-in refrigeration or freezing units. There is danger of slipping on wet floors that have been recently mopped or where food has been spilled. Subject to possible cuts from knives and burns from steam, hot foods, stoves and hot grease and water.

#### Other Significant Facts:

Meets the needs of customers while supporting the Medical Center and Service missions. Consistently communicates and treats customers (patients, visitors, volunteers, and all Medical Center staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

Provides care and/or services appropriate to the age of the patients being served. Assesses data reflective of the patient's status and interpret the information needed to identify each patient's requirements relative to their age-specific needs and to provide care needed as described in the services' policies and procedures.

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHS&RA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Uses the Veterans Health Information & Technology Architecture (VistA) to access information in the Medical Center Computer System.

**Addendum to the Cook WG-6 PD # WG6-7404-2797A**

Provides relief coverage for the WG-5 Cook Driver to deliver to US Vets for their contracted meal service.

**Department of Veterans Affairs POSITION RISK AND SENSITIVITY LEVEL DESIGNATION**

STATION NUMBER/ORGANIZATION  
 4/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional)	POSITION TITLE/GRADE Cook, WG-7404-06	POSITION DESCRIPTION NUMBER (PD #) 2797A
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**NOTE:** Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

**STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)**

<b>A. IMPACT ON EFFICIENCY OF SERVICE</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	<b>B. SCOPE OF OPERATIONS:</b> <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	<b>C. PROGRAM RISK LEVEL</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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<b>STEP 2 - POSITION RISK POINTS</b> See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2	<b>STEP 3 - POSITION SENSITIVITY LEVEL</b> National Security Classified Information
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LINE NO.	RISK FACTOR	RISK POINTS	NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.
1.	Degree of Public Trust	1	<b>SENSITIVITY LEVEL</b> <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input type="checkbox"/> NONSENSITIVE <b>STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER</b> <b>NOTE:</b> All positions are reviewed by Information Security Officer for access to VA information systems. <input type="checkbox"/> CONCUR WITH RISK LEVEL (See STEP 2) <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK
2.	Fiduciary Responsibility	1	
3.	Importance to Program	1	
4.	Program Authority	1	
5.	Supervision Received	1	
6.	Total Risk Points (Sum of Lines 1-5) ▶	5	

<b>RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK/NONSENSITIVE	<b>JUSTIFICATION</b>  SIGNATURE OF INFORMATION SECURITY OFFICER _____ DATE (MM/DD/YYYY) _____
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**STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL**

**NOTE:** Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

<b>Risk Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK	<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE SENSITIVITY LEVEL TO: <input type="checkbox"/> NONCRITICAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> SPECIAL SENSITIVE
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**STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION**

<b>FINAL POSITION RISK LEVEL</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	<b>FINAL SENSITIVITY LEVEL DESIGNATION</b> <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE
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SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR <i>Diane Tinsley</i>	DATE (MM/DD/YYYY) 09/25/06
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