



Senior Cook

Job Code: 7347

Salary Grade: S05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Under general supervision, plans and prepares menus, prepares food, and manages kitchen inventory.

- Plans, develops, and assesses costs for menus. Prepares new recipes/entrees, salads and other menu items.
- Monitors and maintains the physical inventory weekly and/or monthly. Orders produce and other food items on a daily basis.
- May provide supervision and training to other food service staff.
- Participates in ongoing skill development courses in order to stay abreast of the latest trends in the food service industry.
- May prepare specialty foods, such as pizzas, fish and chips, sandwiches, or tacos, following specific methods that usually require short preparation time.
- Cleans and maintains food preparation areas, cooking surfaces, and utensils.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED or graduate of a culinary school.

Experience:

Required: 36 months food service experience.

Preferred:

- Familiarity with preparation of gourmet and/or specialty type menu items.
- Experience with menu planning and costing.
- Experience in complete kitchen management, ethnic cooking (including baking), salad preparation, entrée selection, and pairing.

Certifications or Licenses:

Preferred: Valid Food Handling and Sanitation Certification from the State of Oklahoma.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of converting measurements
- Advanced knowledge of kitchen equipment & supplies
- Ability to plan a health conscience menu.
- Ability to interpret information.
- Ability to multitask
- Ability to understand profit and loss statement.

Working Conditions

Standard Restaurant Environment.

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