

June 2018

**Position Description – Northern Region  
Head Cook Assistant  
THSP – Exception Position 2 – AD-B**

Position independently prepares various food items given general information such as quantity needed and serving time. They receive a list of menu items and then organize the preparation so that all items are ready at the specified serving time.

They divide or multiply standard recipes to meet to need quantity. They ensure the all ingredients are fresh and unspoiled when preparing food and meet all sanitation requirements. They track items used to prepare a shopping list for the Head Cook.

They function in the capacity similar to that of a line, prep or fry cook in a commercial setting.

*/s/ Tracey Nimlos*

Incident Business Coordinator  
Region One - USFS