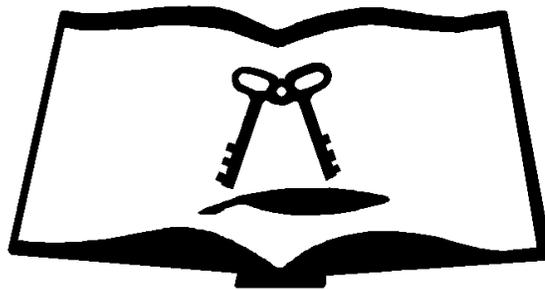


CHAPTER 54



CULINARY SPECIALIST (CS)

NAVPERS 18068F-54G

CH-74

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CULINARY SPECIALIST (CS)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (CS)



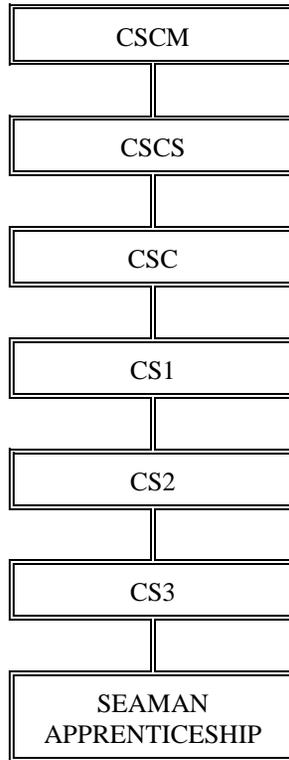
SCOPE OF RATING

Culinary Specialists (CS) operate and manage Navy messes and hotel services afloat, unaccompanied housing, and mess facilities ashore and in Expeditionary environments established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officers in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions; and submit required reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title

Leading Culinary Specialist

Job Code

001007

Job Family

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

LEADING CULINARY SPECIALIST

Short Title (14 Characters)

LEAD CULY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations; ensure cleanliness is maintained in all food service spaces; and emphasize customer service in all aspects of the food service division.

DoD Relationship

Group Title

Food Service, General

DoD Code

180000

O*NET Relationship

Occupation Title

Chefs and Head Cooks

SOC Code

35-1011.00

Job Family

Food Preparation and Serving Related

Skills

Management of Material Resources

Monitoring

Quality Control Analysis

Critical Thinking

Management of Personnel Resources

Management of Financial Resources

Systems Analysis

Coordination

Judgment and Decision Making

Active Listening

Abilities

Deductive Reasoning

Information Ordering

Problem Sensitivity

Written Comprehension

Mathematical Reasoning

Oral Expression

Written Expression

Number Facility

Inductive Reasoning

Category Flexibility

SANITATION

Paygrade

Task Type

Task Statements

E5

CORE

Conduct sanitation inspections

E5

CORE

Inspect food service personnel hygiene

E5

CORE

Inspect mess facility equipment

E4

CORE

Report insect and pest infestations

E6

CORE

Supervise contaminated food disposal operations (Chemical, Biological, Radiological (CBR))

E5

CORE

Verify food temperatures

SUPPLY

Paygrade

Task Type

Task Statements

E6

CORE

Inspect food service key logs

E5

CORE

Maintain food service key logs

E5

CORE

Manage store onloads and offloads

E6

CORE

Manage subsistence provisions

E6

CORE

Purchase appropriated fund supplies

E6

NON-CORE

Purchase non-appropriated fund supplies

E5

CORE

Requisition daily food items

TECHNICAL ADMINISTRATION

Paygrade

Task Type

Task Statements

E6

CORE

Adjust food item high and low limits

TECHNICAL ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E7 | CORE | Analyze food production data |
| E7 | CORE | Approve food item requisitions |
| E7 | CORE | Authorize operational rations requisitions |
| E7 | CORE | Compare daily food costs to monetary allowances |
| E7 | CORE | Determine special field mess operations |
| E6 | CORE | Develop contingency feeding plans (battle messing) |
| E6 | CORE | Evaluate meal programs |
| E5 | CORE | Input data into Food Service Management (FSM) system |
| E5 | CORE | Research Financial Improvement and Audit Readiness (FIAR) response |
| E7 | CORE | Review contingency feeding plans (battle messing) |
| E7 | CORE | Validate data in Food Service Management (FSM) system |
| E7 | CORE | Validate Financial Accounting and Comprehensive Expenditure Tracking (FACET) system inputs |

TECHNICAL MANAGEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E5 | CORE | Audit financial records |
| E7 | CORE | Audit food service inventories |
| E6 | CORE | Coordinate insect and pest infestation prevention |
| E7 | CORE | Coordinate special food service events |
| E7 | CORE | Evaluate dining facility operations for accreditation |
| E7 | CORE | Manage Culinary Specialist (CS)/Food Service Assistant (FSA) award programs |
| E6 | CORE | Manage food productions |
| E7 | CORE | Manage food service budgets |
| E6 | CORE | Manage food service field operations |
| E7 | CORE | Manage food service programs |
| E7 | CORE | Manage Hazard Analysis Critical Control Points (HACCP) programs |
| E7 | CORE | Manage meal evaluation programs |
| E6 | CORE | Manage menu planning boards |
| E7 | CORE | Manage menu review boards |
| E6 | CORE | Manage special food service event schedules |
| E6 | CORE | Manage stateroom inspections |
| E7 | CORE | Oversee Mess Decks Master-at-Arms (MDMAA) duties and responsibilities |
| E7 | CORE | Provide responses to Financial Improvement and Audit Readiness (FIAR) requests |
| E7 | CORE | Revise food preparation procedures |
| E7 | CORE | Verify food service key inventory logs |

UNACCOMPANIED HOUSING MANAGEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E7 | NON-CORE | Manage administrative staff (civilian, military) |
| E7 | NON-CORE | Manage housekeeping personnel |
| E7 | NON-CORE | Manage maintenance personnel |
| E7 | NON-CORE | Manage phased replacement program |
| E7 | NON-CORE | Verify furniture inventories |

Job Title**Culinary Specialist****Job Code****002609****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

CULINARY SPECIALIST

Short Title (14 Characters)

CULINARY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Culinary Specialists prepare menus; plan, prepare, and serve meals; maintain foods service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports; and maintain, oversee, and manage quarters afloat and ashore.

DoD Relationship**Group Title**

Food Service, General

DoD Code

180000

O*NET Relationship**Occupation Title**

Cooks, Institution and Cafeteria

SOC Code

35-2012.00

Job Family

Food Preparation and Serving Related

Skills*Management of Material Resources**Monitoring**Operation and Control**Quality Control Analysis**Reading Comprehension**Equipment Selection**Management of Personnel Resources**Learning Strategies**Mathematics**Critical Thinking***Abilities***Written Comprehension**Oral Comprehension**Manual Dexterity**Problem Sensitivity**Written Expression**Oral Expression**Information Ordering**Deductive Reasoning**Number Facility**Mathematical Reasoning***DINING FACILITY MANAGEMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Breakdown mess decks

E5

CORE

Pack-up operational field messing facilities

E4

CORE

Serve foods (normal messing, abnormal conditions)

E4

CORE

Set up mess decks

E4

CORE

Set up sculleries and deep sinks

E4

CORE

Set up serving lines

E4

CORE

Set up wardroom settings (formal, informal)

E5

CORE

Set-up operational field messing facilities

FOOD PREPARATION**Paygrade****Task Type****Task Statements**

E4

CORE

Bake food products

E4

CORE

Boil food products

E4

CORE

Braise food products

E4

NON-CORE

Broil food products

E4

CORE

Calculate recipe conversions

E4

CORE

Carve meats

E4

CORE

Chill food products

E4

CORE

Conduct food quality assurance checks

FOOD PREPARATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E4 | CORE | Create garnishes |
| E4 | CORE | Cut fruits and vegetables |
| E4 | CORE | Decorate cakes |
| E4 | CORE | Direct contingency feeding plans (battle messing) |
| E4 | NON-CORE | Fry food products |
| E4 | CORE | Grill food products |
| E4 | CORE | Mix food products (e.g. bakery products, prepared products, etc.) |
| E4 | CORE | Portion individual servings |
| E4 | CORE | Prepare bakery products |
| E4 | CORE | Prepare food labels |
| E4 | CORE | Prepare leftover food products |
| E4 | CORE | Provide menu change recommendations |
| E4 | CORE | Review recipes |
| E4 | CORE | Sauté food products |
| E4 | CORE | Shutdown food service equipment |
| E4 | CORE | Slice food products |
| E4 | CORE | Startup food service equipment |
| E4 | CORE | Steam food products |

SANITATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E4 | CORE | Breakdown sculleries and deep sinks |
| E4 | CORE | Breakdown serving lines |
| E5 | CORE | Conduct sanitation inspections |
| E4 | CORE | Dispose of contaminated foods (Chemical, Biological, Radiological (CBR)) |
| E5 | CORE | Inspect food service personnel hygiene |
| E5 | CORE | Inspect issued foods |
| E5 | CORE | Inspect leftover foods |
| E5 | CORE | Inspect mess facility equipment |
| E5 | CORE | Inspect scullery (operations, equipment, personnel) |
| E5 | CORE | Maintain Hazard Analysis Critical Control Points (HACCP) program |
| E5 | CORE | Oversee food serving lines |
| E4 | CORE | Report insect and pest infestations |
| E4 | CORE | Sanitize beverage dispensers |
| E4 | CORE | Sanitize dining areas |
| E4 | CORE | Sanitize food preparation equipment |
| E4 | CORE | Sanitize food service areas |
| E4 | CORE | Sanitize food service equipment |
| E4 | CORE | Sanitize food storage areas |

SANITATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---------------------------------------|
| E4 | CORE | Sanitize galley utensils |
| E4 | CORE | Sanitize refrigerated spaces |
| E4 | CORE | Sanitize sculleries and deep sinks |
| E4 | CORE | Sort waste |
| E5 | CORE | Verify food temperatures |
| E5 | CORE | Verify proper safe food handling |
| E4 | CORE | Verify serving line food temperatures |

SUPPLY

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E4 | CORE | Breakout daily menu food items |
| E4 | CORE | Breakout supplemental food items |
| E4 | CORE | Inspect subsistence provisions |
| E4 | CORE | Inventory consumables |
| E4 | CORE | Inventory subsistence provisions |
| E4 | CORE | Issue food service consumables |
| E4 | CORE | Issue subsistence provisions |
| E5 | CORE | Maintain food service key logs |
| E5 | CORE | Manage store onloads and offloads |
| E6 | CORE | Manage subsistence provisions |
| E4 | CORE | Organize supply storerooms |
| E6 | CORE | Purchase appropriated fund supplies |
| E6 | NON-CORE | Purchase non-appropriated fund supplies |
| E4 | CORE | Receive subsistence provisions |
| E5 | CORE | Requisition consumables |
| E5 | CORE | Requisition daily food items |
| E5 | CORE | Requisition food items |

TECHNICAL ADMINISTRATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E5 | CORE | Administer special field operations |
| E5 | CORE | Conduct receipt inspections |
| E6 | CORE | Evaluate meal programs |
| E4 | CORE | Input daily food preparation worksheets data |
| E5 | CORE | Input data in Financial Accounting and Comprehensive Expenditure Tracking (FACET) system |
| E5 | CORE | Input data into Food Service Management (FSM) system |
| E4 | CORE | Maintain temperature logs |
| E4 | CORE | Post food nutritional contents |

TECHNICAL ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E5 | CORE | Prepare operational rations requisitions |
| E5 | CORE | Research Financial Improvement and Audit Readiness (FIAR) response |
| E6 | CORE | Review meal evaluation programs |

TECHNICAL MANAGEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E5 | CORE | Audit financial records |
| E5 | CORE | Inspect staterooms |
| E6 | CORE | Manage food service field operations |
| E6 | CORE | Manage stateroom inspections |
| E4 | CORE | Recommend food waste corrective actions |

UNACCOMPANIED HOUSING MANAGEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E5 | NON-CORE | Conduct barracks vacancy and available room inspections |
| E5 | NON-CORE | Conduct furniture inventories |
| E5 | NON-CORE | Supervise front desk operations |
| E5 | NON-CORE | Supervise maintenance and upkeep of barrack's grounds (e.g. common areas, parking lots, laundry facilities, etc.) |