

COOK MANAGER (CORRECTIONAL FACILITY)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves supervision of the preparation and cooking of a variety of foods in a correctional facility. Work is carried out in accordance with established procedures and involves the supervision of kitchen personnel, the acquisition of food and supplies and the planning and scheduling of kitchen operations. The class differs from that of Cook (Correctional Facility) in that the incumbent assumes responsibility for the kitchen. The work is performed under the general supervision of the Food Service Director, with some leeway allowed for the exercise of independent judgment in day to day operations.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the preparation and serving of food;
2. Supervises the storage and care of foods and supplies;
3. Supervises and participates in cleaning of the kitchen and dining areas, the serving and storage of food, and the care of equipment;
4. Keeps records on food and supplies received and used;
5. Ensures that adequate food and supplies are available;
6. Assists in planning work schedules and shift assignments;
7. Assists the Food Service Director in planning menus;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods of preparing, cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of sanitary food handling and storage practices; working knowledge of the fundamentals of nutrition; ability to plan and supervise the work of cooks assigned to the kitchen; ability to deal effectively with inmates; ability to keep records; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of a recognized training program in institutional cooking of at least six (6) months duration, and three (3) years of large-scale cooking experience;
- OR: (B) Four (4) years of large-scale cooking experience;
- OR: (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

SV2408

ADOPTED: 01/01/78 (Correction Officer - Cook Manager)

REVISED: 07/05/83

04/19/90