

SENIOR COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the preparation and cooking of food in large quantities, as well as the supervision of employees and the coordination of a central kitchen and its satellite serving sites. The incumbent is responsible for the daily planning, preparation, cooking, storage, and cleaning of the facility, including the training and evaluation of support staff. In addition, the employee visits serving areas to oversee distribution, storage and clean up. The work is performed under the general supervision of the program director or assistant director. Supervision is exercised over the work of Cook Managers, Cooks, Food Service Helpers, Cashiers and other support staff.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the preparation, cooking and storage of food, including the operation of all institutional kitchen appliances;
2. Oversees the distribution of prepared food to satellite serving areas;
3. Supervises and participates in the cleaning of food preparation and serving areas, kitchen equipment, and dining areas;
4. Supervises kitchen and food service staff, including scheduling, training, and conducting performance appraisals;
5. Maintains records of food shipments received, expended, and delivered to various sites;
6. Regularly visits food service sites to oversee, evaluate, and direct operations;
7. Discusses food service program with users and staff, and assists administrators of program with general management and development;
8. Develops quantity recipes and recommends menu changes based on daily observations of program;
9. Supervises the work of cashiers and maintains cash records;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of large quantity food preparation, storage, distribution, and handling; good knowledge of the fundamentals of nutrition; good knowledge of modern cooking equipment, utensils, and appliances; ability to train support staff; ability to supervise and evaluate the work of others; ability to communicate, both orally and in writing; ability to keep records and prepare reports; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

SENIOR COOK MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in nutrition, dietetics, institutional management, or a closely related field, and two (2) years of work experience in cooking large quantities of food which included the responsibility for direct supervision of support personnel;
- OR: (B) Four (4) years of work experience as described in (A);
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's License at time of application, and possession of said license at time of appointment.

SV2411

ADOPTED: 10/05/94

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 09/11/09