

COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work involving the preparation and cooking of food in moderately large quantities and the supervision of personnel in the kitchen. The work is performed under general supervision of a School Lunch Director, Manager or other supervisor. Supervision is exercised over the work of Cooks, Food Service Helpers and other school food service staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Supervises and trains kitchen personnel;
2. Supervises and participates in the preparation and serving of food;
3. Supervises the storage and care of food and supplies;
4. Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas, and in the care of equipment;
5. Keeps records on food and supplies received and used;
6. Keeps employee time records;
7. Plans work schedules;
8. Determines requirements and submits requisitions for foods and supplies;
9. May oversee the preparation and transportation of food to other centers;
10. May plan menus with attention to acceptability and budgetary limitations;
11. May act as a cashier.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the tools, equipment and methods of preparing, cooking and storing food sufficient to oversee the preparation of large quantities of food in a safe and economical manner;

Knowledge of the fundamentals of nutrition and their application to the health of children;

Ability to coordinate the preparation of meals in a timely fashion;

Ability to direct and supervise the work of others;

Ability to understand and carry out oral and written directions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

COOK MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university or technical institute with an Associate's degree, with a specialization in foods, nutrition, dietetics or institution management, AND one (1) year of experience in the preparation and cooking of food in large quantities;
- OR: (B) Three (3) years of experience in the preparation, cooking, serving and storage of large quantities of food;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: For the purpose of these minimum qualifications, a typical 10-month, 30+ hours per week position in a school food service program may be considered to be a full year of experience.

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