

COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the preparation and cooking of food on a moderately large scale and supervision of food service personnel in a school building or other singular location. This position is not responsible for multiple locations or multiple kitchen facilities. Work is performed under the general supervision of a higher level supervisor. Immediate supervision is exercised over the work of cooks, bakers, and food service helpers. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the preparation and serving of food;
Supervises the storage and care of foods and supplies;
Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;
Keeps simple records on food and supplies received and used;
Maintains employee time records;
Plans work schedules.

FULL PERFORMANCE OF KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of food preparation;
Working knowledge of nutritional values of foods;
Ability to supervise the work of others;
Ability to keep simple records and submit reports;
Ability to get along well with children and adults;
Ability to understand and carry out oral and written directions;
Resourcefulness;

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Food Service Management, Nutrition or closely related field;
or
- B) Two years experience in large scale food preparation; or
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.