

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 head cooks, 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;
Cleanliness.

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 and two years' experience in the preparation of food on a large scale; or
- B) Four 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.

NOTE: Large scale cooking is the preparation of a variety of meals requiring varying preparation techniques for service of groups of more than 50 people.