

COOK -MANAGER

GENERAL STATEMENT OF DUTIES: Has charge of the preparation and cooking of food in a medium size school; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel in the school lunch room. Supervision is exercised over the work of cooks, assistant cooks and food service helpers.

EXAMPLES OF WORK (illustrative only)

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;
Keeps employee time records;
Plans work schedules;
Plans menus with attention to nutritional value, acceptability and budgetary limitation;
Determines requirements and submits requisitions for foods and supplies;
Evaluates assistant cook and food service helpers;
Calls and assigns substitutes;
Prepares cafeteria budget;
Oversees free and reduced lunch program.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling and storage; good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of modern cooking utensils, appliances and equipment; ability to plan and supervise, the work of others; ability to keep records and prepare reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; tact and good judgement; resourcefulness, good physical condition.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Two years of experience in the preparation of food on a large scale; or possession of an associate degree in applied science issued after completion of a two-year course in a technical institution with specialization in foods, nutrition and institution management; or any equivalent combination of experience and training.