

Civil Division: Schools, BOCES
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 06/17/13

COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the preparation of food and the performance of related food service activities. In the absence of a higher ranking supervisor, may be required to oversee food preparation activities personally. The work is performed under the general supervision of a School Lunch Manager or School Lunch Director, or other superior. Immediate supervision may be exercised over the work of an Assistant Cook Manager, Cooks, Bakers and Food Service Helpers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the planning and preparation of lunches in a school;
Plans menus, with due regard for nutritional values, acceptability and budgetary limitations;
Supervises and trains school lunch personnel, plans work assignments and evaluates work performance;
Selects personnel;
Maintains employee time records;
Maintains approved standards of sanitation, health and safety, as directed by policy;
Supervises the maintenance of equipment used for food production and shipping;
Supervises and aids in rotation of food stuffs and disposing of outdated items;
Uses and sanitizes electric meat slicer, meat grinder, confection ovens, steam equipment and microwave ovens;
Orders, receives and stores stock and supplies used in the food service operations;
May post daily lunch and milk count;
May serve hot and cold food on a serving line;
May use computerized software for school lunch programs;
May aide in maintaining cleanliness and sanitation standards in the food service area by washing utensils, appliances and floors;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of preparing, cooking and shipping of food in large quantities; good knowledge of nutritional values of food; good knowledge of the health and safety factors involved in this work; good knowledge of the operation of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods; ability to follow menus in food preparation; **ability to understand, maintain and use computers and computer software;** ability to keep simple records and reports; ability to read and write; ability to supervise the work of others; ability to understand and carry out oral and written directions.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate Degree in dietetics, nutrition, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in the preparation of food in large quantities; **OR**
- (C) Four (4) years of experience in the preparation of food in large quantities.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/01/82
Revised: 06/24/92, 12/21/93, 08/04/95, 09/05/97, 06/17/13