

COOK MANAGER

DEPARTMENT: Various
CLASSIFICATION: Non-Competitive
LABOR GRADE:
ADOPTED: 11/27/59
REVISED: 02/04/02
BY: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: Work involves the preparation and cooking of food on a moderately large scale and supervising of personnel in a school cafeteria. Work is performed under the general supervision of a food service manager or other supervisor. Immediate supervision is exercised over the work of cooks, bakers, food service helpers and senior food service helpers.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Supervises and participates in the production, preparation and serving of food;
- Supervises the storage and care of foods and supplies;
- Supervises and participates in food safety and sanitation programs, serving, storage, and dining areas, and the care of equipment;
- Keeps records on food and supplies received and used;
- Keeps employee time records;
- Plans work schedules;
- Prepares menus, accurately follows and adjusts recipes;
- Orders food and supplies;
- Prepares a variety of reports, as required;
- Accounts for economy and quality of food service operation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of approved methods of food preparation; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to keep records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; helpful attitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) 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 institute with specialization of foods, nutrition and institution management or any equivalent combination of experience and training sufficient to indicate ability to do the work.