

COOK-MANAGER

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. The work is performed under general supervision. Supervision is exercised over the work of Cooks and Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (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 of food and supplies received and used; Keeps employee time records; Plans work schedules; Plans menus with attention to nutritional value, acceptability and budgetary limitations; Determines requirements and submits requisitions for food and supplies.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices of moderately large 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 judgment; Resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time paid or its part-time equivalent experience in food preparation.

NOTE: Verifiable volunteer or unpaid experience may be substituted for paid experience.

NOTE: Specialized training in food preparation, nutrition, or related field may be substituted for paid experience.

Revised 2/21/85

Reviewed 2/20/97