

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is involved in both supervising and participating in the operation of the efficient and economical preparation and service of nutritious meals. An employee in this class has immediate charge of all food service activities in a facility preparing and serving two to three meals a day. Menu planning, purchasing and general procedures may be the responsibility of this position. Incumbent has considerable responsibility for the exercise of independent judgement in assigning subordinates and supervising detailed methods of food preparation. 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 in order to achieve the most efficient and economical usage 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; Assists in the training of subordinates; 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 health; Good knowledge of the State Sanitary Code as it applies to food preparation; 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: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education; AND EITHER

- A. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Food Service Administration, Dietetics, Nutrition or related field and one year of full time experience or its part time equivalent in large scale food preparation, six months of which shall involve supervision of subordinates; OR
- B. Three years of full time experience or its part time equivalent in large scale food preparation, six months of which shall involve supervision of subordinates; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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; 4/22/16

Reviewed 2/20/97