

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the efficient program operation and preparation of food on a moderately large scale for a kitchen and/or cafeteria. Work is performed under the supervision of a higher ranking supervisor. The incumbent of this position does not serve as the school district's designee for this function to the New York State Education Department. Immediate supervision is exercised over the work of kitchen and/or cafeteria personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

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;
Adjusts all recipes to meet production demands;
Plans the distribution of desserts to all satellite cafeterias;
Maintains sanitation and safety levels which comply with state and local Board of Health Codes, by supervising all cleaning of the kitchen, serving, storage and dining areas and equipment;
Keeps record of inventory and requisitions food and supplies to meet production requirements;
Recommends changes in procedures and menus to update the program;
May be responsible for the production of all dessert items, as well as any special orders for cakes and/or cookies;
May prepare work schedules for department for each month.

FULL PERFORMANCE KNOWLEDGE, 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 simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; physical condition to commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Two years of full-time experience in the preparation of food in a commercial or institutional food service operation that involved the supervision of staff.