

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the preparation and cooking of food on a moderately large scale, for a medium size school and the supervision of personnel in the school lunch room. The work is performed under general supervision of a school lunch manager or other superior. Supervision is exercised over the work of cooks, assistant 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 on food and supplies received and used;
Keeps employee time records;
Plans work schedules;
Plans menus with attention to nutritional value, acceptability and budgetary limitation;
Determines requirements and submits requisitions for foods and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of large quantity 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; good physical condition.

MINIMUM QUALIFICATIONS: Three 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 institution with specialization in foods, nutrition and institution management; or any equivalent combination of experience and training.