

## COOK MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the preparation and cooking of food on a moderately large scale. The work is normally performed under the general supervision of a School Lunch Manager or other higher level food service employee. Work is generally reviewed by oral reporting as well as simple written and statistical reports. Supervision may be exercised over the work of Cooks, Assistant Cooks and Food Service Helpers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the preparation and serving of food;

Supervises the storage and care of foods and supplies;

Supervises and participates in cleaning the kitchen, serving area, storage area and dining area;

Supervises and participates in the care and maintenance of equipment;

Prepares and maintains simple records of food and supplies received and used;

Maintains 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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principals and practices of large quantity food preparation, menu planning, 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 maintain records and prepare simple reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; tact and courtesy; good judgment, neat personal appearance; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an approved two (2) year college or technical institute with specialization in foods, nutrition or institution management and one year of full-time paid experience, or its' part-time equivalent, in the preparation of food on a large scale; **OR**

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B. Three (3) years of full-time paid experience, or its' part-time equivalent, in the preparation of food on a large scale; **OR**

C. An equivalent combination of training and experience as indicated in A or B above.

ULSTER COUNTY

Revised: November 25, 1992

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Classification: Non-Competitive

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