

## COOK - MANAGER

GENERAL STATEMENT OF DUTIES: Prepares and cooks food and supervises work for a school lunch program serving over 200 meals daily, including type A and a la cart meals, to children and adults; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The position involves the preparation and cooking of food on a moderately large scale and supervision of personnel employed in a school lunch program. Work is performed under the general supervision of a school lunch manager or other superior. Immediate supervision is exercised over the work of Cooks and Food Service Helpers.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the preparation, cooking and serving of food;

Follows standardized recipes for accurate food preparation;

Supervises and participates in cleaning of the kitchen, serving, storage, dining areas, and care of equipment;

Supervises the inventory and care of foods and supplies;

Keeps simple records on food and supplies usage;

Keeps attendance records for employees;

Plans work schedules;

May assist in the planning of menus.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern methods and equipment used in the preparation of food in quantity; 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 interpret recipes and cooking measurements; ability to understand and carry out oral and written directions; cleanliness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and two years of experience in the preparation, cooking and serving of food on a large scale; or (b) possession of an associate degree in applied science issued after completion of a two-year course in a technical institute with specialization in foods, nutrition and institutional management; or (c) six years of experience in the preparation of food on a large scale; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.