

## COOK - MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The position involves the preparation, cooking, and serving of food on a large scale and supervision of personnel employed in a school lunch program serving over 200 meals daily to children and adults, including type A and à la carte meals. Work is performed under the general supervision of a School Lunch Manager or other superior. Immediate supervision is exercised over the work of Cooks, Assistant Cooks and Food Service Helpers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Follows standardized recipes for accurate food preparation;

Receives and inspects food to be cooked;

Prepares, cooks, and serves meats, fish, poultry, sauces, soups, vegetables, desserts, salads, casseroles and other foods in quantity;

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;

May prepare and bake rolls, cakes, pies, etc.;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern methods and equipment used in the preparation, cooking and serving of food in large quantities; good knowledge of cleaning methods, materials and equipment; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to prepare, cook and serve food in large quantities; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to interpret recipes and cooking measurements; 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; cleanliness; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Four (4) years of experience where the primary function of the position was in the preparation, cooking, and serving of food on a large scale\*\*, one (1) year of which must have been at a supervisory level in a food service setting.

\*\*DEFINITION: Large scale is defined as the preparation, cooking and serving of food for more than 200 people on a daily basis, either in an institutional setting such as a hospital, school, correctional facility, or nursing home, or in a catering hall or other related business where the primary function is preparing, cooking and serving food for more than 200 people on a daily basis.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards an Associate's Degree in Culinary Arts and Management or a related field may be substituted on a year for year basis for up to two (2) years of the specialized experience described above. All coursework must be verified by official transcript. There is no substitution for the one (1) year of supervisory experience in a food service setting.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.

School Districts  
J. C.: Non-competitive  
FAA9  
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Job Class Code: S299