

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JUNE 1, 2012

### COOK MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** Work involves the preparation and cooking of food on a moderately large scale and supervising of personnel in a school lunchroom. Work is performed under the general supervision of a school administrator or school lunch manager. Immediate supervision is exercised over the work of cooks and food service helpers. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the preparation and serving of food for students, staff and caterings;
2. Plans work schedules and maintains employee time records;
3. Supervises the storage and care of foods and supplies;
4. Supervises sanitation practices and participates in cleaning the kitchen, serving, storage, and dining areas, and the care of equipment in accordance with established policy and standards;
5. Supervises the care of and safe use of cafeteria equipment in the kitchen and dining areas;
6. Maintains simple records, including computerized records, such as inventory, production records, cashier revenue reports and warehouse order forms;
7. Periodically orders food and supplies;
8. Meets periodically with immediate supervisor;
9. Prepares reports for the District Treasurer, Business Administrator and Board of Education as needed;
10. May plan school menus in accordance with USDA Meal Pattern and nutritional requirements when assigned.

#### **FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of approved methods of food preparation; good knowledge of nutritional values of foods; ability to supervise the work of others; ability to maintain simple records and to prepare reports; ability to get along well with children and adults; ability to understand and carry out verbal and written directions; ability to bend and lift items up to fifty (50) pounds; resourcefulness; initiative; honesty; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND**

1. Two years of full-time paid experience in large scale food preparation; **OR**
2. Possession of an Associate Degree in Food Service; **OR**
3. Six months of part-time or full-time experience as a Food Service Helper in a school cafeteria.