

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work involves the preparation and service of food on a large scale and supervising of personnel in a lunch room or institutional kitchen. Work also may include office duties related to the ordering of food and supplies, processing bills and inventory. Work is performed under the general supervision of a lunch manager or other superior. Immediate supervision is exercised over the work of cooks, bakers, and food service helpers and in the absence of lunch manager or other superior may be responsible for the entire kitchen operation. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the preparation and serving of food;
 Supervises and participates in the storage and care of foods and supplies;
 Supervises and participates in cleaning of the kitchen service, storage, and dining areas, and the care of equipment;
 Keeps employee time records;
 Plans work schedules;
 Orders food, equipment, and supplies per Bid program;
 Maintains and operates automated inventory system;
 Processes dietary bills for payment;
 Maintains standardized recipe file;
 Oversees selective menu program;
 Performs computerized nutritional analysis of cycle menus and food intake studies;
 Does quality assurance monitoring;
 Orients and trains staff;
 Tabulates meal monitors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of approved methods of food preparation; some knowledge of nutritional values of foods; ability to follow therapeutic diet spread sheets and to make appropriate menu substitutions/replacements as needed for a wide variety of therapeutic diets; ability to follow and modify recipes; ability to supervise the work of others; ability to keep moderately complicated records, do mathematical calculations, operate a personal computer, and submit reports; ability to get along well with children, adults, and/or senior citizens; ability to understand, carry out and provide oral and written directions; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; resourcefulness; physical strength and stamina; good physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university or technical institution with an Associate's Degree in a degree program specializing in foods preparation, dietetics or nutrition; OR

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MINIMUM QUALIFICATIONS: (Continued)

2. Two years of full-time paid experience, or its part-time equivalent, in the preparation of food on a large scale; OR
3. An equivalent combination of experience and training as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: SEPTEMBER 7, 2011

REVISED: MARCH 8, 2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification for Cook-Manager accepted by Geneva City School on 3/8/00, adopted 3/15/00)