

## Cook-Manager

### General Statement of Duties

Has charge of the preparation and cooking of food in a large school; does related work as required.

### Distinguishing Features of the Class

This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel in the school lunchroom. The work is performed under general supervision of a School Lunch Director or other superior. Supervision is exercised over the work of Cooks, Bakers, Food Service Helpers and School Lunch Cashiers.

### Examples of Work (illustrative only)

- Supervises and participates in the preparation and serving of food.
- Supervises the storage and care of foods and supplies.
- Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas and the care of equipment.
- Keeps simple records on food and supplies received and used.
- Keeps employee time records.
- Plans work schedules and rotational assignments.
- May plan menus with attention to nutritional value, acceptability and budgetary limitation.
- Determines requirements and submits requisitions for foods and supplies.

### Required Knowledge, Skills and Abilities

Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, 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 on a moderately large scale. Ability to keep records and prepare reports. Ability to get along well with children and adults. Ability to understand and carry out oral and written directions. Tact and good judgment. Resourcefulness. Good physical condition.

### Acceptable Training and Experience

- (A) Three years of experience in the preparation of food on a large scale; **OR**  
(B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in food service administration, dietetics or nutrition and one year of experience in the preparation of food on a large scale; **OR**  
(C) Any equivalent combination of training and experience.

