

Jurisdictional Class: Competitive; Non-Competitive in County and Schools
Adopted: May 27, 1969
Revised: May 3, 2010

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel of a meal program. The work is performed under general supervision. Supervision may be exercised over the work of cooks, assistant cooks, and food service helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (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 cleaning of the kitchen and equipment, serving, storage and dining areas, supplies received and used, and notifies supervisors of needed repairs to equipment, and contacts vendors for service;
Keeps records and reports on food and supplies received and used;
Completes various reports pertaining to cafeteria, food items, food handling, food safety, etc;
Assists with compliance of regulations specific to cafeteria, food items, food handling, food safety, etc. including Health Department regulations;
Keeps employee time records;
Plans work schedules;
Plans menus with attention to nutritional value, acceptability and budgetary limitations;
Determines requirements and submits requisitions for foods and supplies;
May need to be knowledgeable of special diets;
May be responsible for verification and accuracy of all billing for foods and supplies before submitting for payment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principals and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling, and storage;
Good knowledge of the fundamentals of nutrition and diets and their application to the health of children and adults;
Good knowledge of modern cooking utensils, appliances, and equipment;
Ability to plan and supervise the work of others;
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;
Sound judgment.

Cook-Manager

MINIMUM QUALIFICATIONS: Either:

- (a) Two (2) years of experience in large-scale cooking; or
- (b) Possession of an Associate's Degree in Applied Science issued after completion of a two-year course in a technical institution with specialization in foods, nutrition, and institution management; or
- (c) Four (4) years of experience in the preparation and handling of foods in a restaurant or cafeteria setting; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.