Herkimer County

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 in the school lunchroom. The work is performed under general supervision. Supervision is exercised over the work of cooks, assistant cooks or food service helpers. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONEL CHARACTERISTICS:
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; 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; physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES:
-Supervises and participates in the preparation and serving of food and setting up salad bars;
-Supervises the storage and care of foods and supplies;
-Supervises and participates in 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;
-Counts money daily and makes bank deposits;
-Plans menus with attention to nutritional value, acceptability and budgetary limitation;
-Determines requirements and submits requisitions for foods and supplies.

MINIMUM QUALIFICATIONS:
Either -
    (A) Graduation from a regionally accredited or New York State registered college or university with an associate degree in nutrition or institution management or related area;

Or   **(B)** Three years of experience in the preparation of food on a large scale;

Or   **(C)** An equivalent combination of training and experience within the limits of (A) and (B) above.

Non-Competitive Class