

**/COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COOK MANAGER

TITLE #: 1193

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for routine work involving the preparation and cooking of a variety of foods on a moderately large scale and for leading subordinate personnel in a school cafeteria. Work is performed under the general direction of a School Lunch Manager or other supervisor with wide leeway permitted for the exercise of independent judgement in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and participates in the proper handling, preparation and service of food;

Oversees and participates in the preparation of all main courses and "from scratch" menu items such as sauces, meatloaf, spaghetti, etc.;

Keeps an accurate inventory of all foods and supplies in refrigerators, freezers and storerooms; orders the same as required;

Locks and unlocks refrigerators, freezers and storerooms; turns on ovens, stove and steam tables;

Leads and participates in cleaning the kitchen and dining areas and caring for all equipment;

Keeps employee time records and calls in substitutes as needed;

Monitors and participates in the counting of all monies received from lunch and ticket sales; checks receipts; may deposit monies in the bank;

Oversees training of all new Cooks and Food Service Helpers;

May prepare menus and oversee all foods are produced in accordance with dietary guidelines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the approved methods of moderately large scale food preparation and storage; good knowledge of the proper methods of serving food; good knowledge of modern cleaning methods and use of cleaning supplies; good knowledge of the operation and care of various kitchen appliances; ability to lead others; ability to keep records and submit reports; ability to understand and follow oral and written directions; resourcefulness; cleanliness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree in Nutrition, Dietetic Technician, Institutional Foods, Food Service Management or Administration, or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in the preparation of food on a moderately large scale.

JURISDICTIONAL CLASSIFICATION: Non-competitive for School Districts and BOCES.

REVISED: 09/14/05 KR