

## COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the preparation and cooking of food in a school cafeteria and the supervision of other personnel involved in preparing school meals. The work is performed under general supervision. Supervision is exercised over the work of Cooks and Food Service Helpers. A Cook-Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises and participates in the preparation and serving of food;
- Oversees the storage and care of foods and supplies;
- Oversees and assists in cleaning of the kitchen, serving, storage, and dining areas and the care of equipment;
- Orders food and supplies and maintains records of food and supplies received and used;
- Prepares or assists in the preparation of menus;
- Plans work schedules and maintains employee time records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of accepted methods of food preparation; knowledge of the nutritional values of foods; ability to plan and supervise the work of others; ability to maintain basic records and reports; ability to understand and carry out oral and written directions; resourcefulness; physical condition sufficient to perform the essential functions of position.

### MINIMUM QUALIFICATIONS: Either:

A.) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in foods and nutrition, dietary or nutrition technology, food service administration or management, or related field;

OR

B.) Two years of experience in the large-scale preparation of food.

### SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/23/06