

## **GENESEE COUNTY**

### **COOK MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for the efficient and economical preparation of nutritious meals in a school lunchroom. An employee in this class has immediate charge of all food service activities in a school lunch facility preparing and serving up to approximately 500 meals daily to children and adults and works under the general supervision of a school lunch manager. Although menu planning, purchasing and general procedures are established by a superior, an incumbent has considerable responsibility for the exercise of independent judgment in assigning subordinates and supervising detailed methods of food preparation. Immediate supervision is exercised over the work of cooks and food service helpers.

#### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the preparation and serving of food in order to achieve the most efficient and economical usage of food;  
Supervises the cleaning of utensils and equipment, and kitchen serving areas;  
Assists in the training of subordinates;  
Makes slight revisions to master menus to reflect children's special food preferences and available equipment;  
Keeps simple records on food and supplies received and used and employees' working hours;  
Requisitions and receives food from central supply room or directly from vendors;  
Records and deposits all cash received from meals;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:** Thorough knowledge of approved methods of preparing food in large quantity; thorough knowledge of kitchen sanitation and food preservation methods and precautions; thorough knowledge of quantity food preparation equipment; working knowledge of nutritional values in foods; a high degree of skill in cooking and baking; ability to keep simple records and submit reports; ability to supervise and train subordinates; ability to get along well with children and adults; ability to carry out oral and written directions and menus; resourcefulness.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Page 2

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Three (3) years of experience in the preparation of food in large quantities, six months of which shall involve supervision of subordinates **OR** any equivalent combination of training and experience as outline above.

Non-Competitive

Adopted 2/18/77

Revised 1/3/84 - 4/4/00 - 5/31/02

Revised 12/9/08

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.