

COOK MANAGER - SPECIAL ASSIGNMENT/BILINGUAL

Code No: 3-18-335
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is food service position responsible for supervising the general operation of food service in an elementary school, secondary school and/or office setting. The employee is required to be fluent in both Spanish and English. The employee reports directly to and works under the general supervision of the Director of School Food Services. Supervision may be exercised over a subordinate staff. Does related work as needed.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises the activities of workers engaged in preparing, cooking and serving meals;

Supervises the preservation and storage of food;

Plans and evaluates nutritionally sound menus incorporating time saving production techniques, effective merchandising and nutrition education activities;

Prepares and maintains all required records, utilizing an automated system when possible;

Maintains records on inventory of supplies, filing, mailings, records, etc.;

Collects, tallies, records and deposits the daily cash receipts and billings for the Food Service Department;

Communicates concerns to appropriate personnel about policies and procedures relating to all food service employees;

Involves students, staff and the community in school food service activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of approved methods for food preparation, cooking and serving quality food and for storing and preserving food; good knowledge of the principles of nutrition and a balanced diet; good knowledge of the proper care and operation of kitchen utensils, equipment and appliances; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of cleaning methods and the use of cleaning supplies for appliances, equipment and food preparation and serving areas; basic mathematic skills; ability to plan, assign and review the work of others; ability to maintain and inventory; ability to speak and write fluent Spanish and English; ability to establish and maintain effective working relationships; record keeping ability; ability to follow menus, recipes and simple oral and written directions; resourcefulness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration; OR,

- (B) Graduation from high school or possession of a high school equivalency diploma, plus two (2) years of paid full-time or its part-time equivalent experience in the preparation and cooking of a completed menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by 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.

ADOPTED: December 8, 1994