

Jurisdiction: Ithaca City School District
Jurisdictional Class: Non-Competitive
Adopted: 11/15/77
Revised: 09/07/22

COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is involved in both supervising and participating in the operation of a small school lunch program or a school lunch program of a receiving school which is part of a satellite food service program. The work involves preparing, cooking and serving food in a healthful, palatable and efficient manner. Responsibilities also include ordering and taking inventory of groceries, assigning tasks and keeping records relating to the food service operation. Employees of this class are subject to general supervision while they exercise direct supervision over the work of food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises school lunch program personnel in assigned schools;
Prepares main dishes when not provided by main supplying school such as casseroles, hamburgers, pizza;
Orders food required to meet production requirements in assigned schools;
Performs monthly inventory and controls usage of all commodities;
Supervises and participates in the storage and care of food supplies;
Maintains sanitation and safety levels which comply with the requirements of all State and local health codes;
Supervises and participates in the cleaning of the kitchen;
Places food orders based on expected consumption;
Makes salads, sandwiches, desserts and other foods;
Plans work schedule of employees;
Assists in serving food;
Inspects the areas used in food preparation for cleanliness;
Keeps records as to the amount of food used, amount of money received, number of meals served and the number of hours worked of food service personnel.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of large scale food preparation; good knowledge of sanitary methods of food preparation and storage; good knowledge of the use and care of kitchen equipment and utensils; good knowledge of the State Sanitary Code as it applies to food preparation; good knowledge of the cleaning materials and sanitation procedures; good knowledge of the fundamentals of nutrition and their application to the health of children; ability to plan work efficiently for the economic use of food supplies and equipment; ability to supervise the work of others; ability to follow written and oral directions and to use quantity recipes; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Food Service Administration, Dietetics or Nutrition; or
- B. Two years of experience in large scale food service preparation; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Minimum Qualifications - continued

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.