

## **COOK-MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position is involved in both supervising and participating in efficient and economical preparation and service of nutritious meals. An employee in this class has immediate charge of all food service activities in a facility, preparing and serving two to three meals a day. Menu planning, purchasing, and general procedures may be the responsibility of this position. Incumbent has considerable responsibility for the exercise of independent judgment in assigning subordinates and supervising detailed methods of food preparation. The work is performed under general supervision. Supervision is exercised over the work of Cooks and Food Service Helpers. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Supervises and participates in the preparation and serving of food in order to achieve the most efficient and economical usage of food; Supervises the storage and care of foods and supplies; Supervises and participates in cleaning of the kitchen, serving, storage and dining areas, and the care of equipment; Keeps simple records of food and supplies received and used; Assists in the training of subordinates; Keeps employee time records; Plans work schedules; Plans menus with attention to nutritional value, acceptability, and budgetary limitations; Determines requirements and submits requisitions for food and supplies.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of large-scale food preparation, menu planning, purchasing, and sanitary food handling and storage; Good knowledge of the fundamentals of nutrition and their application to health; Good knowledge of the State Sanitary Code as it applies to food preparation; Good knowledge of modern cooking utensils, appliances, and equipment; Ability to plan and supervise the work of others; Ability to keep records and prepare reports; Ability to get along well with children and adults; Ability to understand and carry out oral and written directions; Tact and good judgment; Resourcefulness; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education; AND EITHER

- A. Graduation with an Associate's Degree in Food Service Administration, Dietetics, Nutrition, or related field, and one year of full time experience or its part time equivalent in large-scale food preparation, six months of which shall involve supervision of subordinates; OR
- B. Three years of full time experience or its part time equivalent in large-scale food preparation, six months of which shall involve supervision of subordinates; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience.

**NOTE:** Specialized training in food preparation, nutrition, or a related field may be substituted for paid experience.

**NOTE:** Your degree 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/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.”

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

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