

CITY OF NEWBURGH -ENLARGED SCHOOL DISTRICT
DATE AMENDED: May 7, 1991
Amended: July 9, 1991
Amended: August 11, 1992

COOK MANAGER

GENERAL STATEMENT OF DUTIES: Prepares and cooks food and supervises work in school lunchroom; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the preparation and cooking of food on a moderately large scale and supervising of personnel in a school lunchroom. Work is performed under general supervision of the School Lunch Director. Immediate supervision is exercised over the work of Cooks and Food Service Helpers.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Supervises and participates in the preparation and serving of food. Supervises, inspects and participates in cleaning of kitchen, serving, storage and dining areas and the care of equipment in maintaining approved standards of sanitation, health and safety. Maintains inventories on food and supplies received and used. Plans work schedules and keeps employee time records. Supervises the collection of an accounting for cash receipts. Makes reports relating to school lunch program activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of approved methods of food preparation, some knowledge of nutritional values of foods; ability to supervise the work of others; ability to keep records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; good physical condition; Good knowledge of state and federal guidelines of all phases of the National School Lunch Program.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a high school equivalency diploma, and two years of experience in the preparation of food on a large scale; or any equivalent combination of experience and training sufficient to indicate the ability to do the work.

For Promotion: Two years of permanent status with the Newburgh Enlarged City School District as a Cook.

CITY OF NEWBURGH -ENLARGED SCHOOL DISTRICT
DATE AMENDED: May 7, 1991
Amended: July 9, 1991
Amended: August 11, 1992

COOK MANAGER

GENERAL STATEMENT OF DUTIES: Prepares and cooks food and supervises work in school lunchroom; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the preparation and cooking of food on a moderately large scale and supervising of personnel in a school lunchroom. Work is performed under general supervision of the School Lunch Director. Immediate supervision is exercised over the work of Cooks and Food Service Helpers.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Supervises and participates in the preparation and serving of food. Supervises, inspects and participates in cleaning of kitchen, serving, storage and dining areas and the care of equipment in maintaining approved standards of sanitation, health and safety. Maintains inventories on food and supplies received and used. Plans work schedules and keeps employee time records. Supervises the collection of an accounting for cash receipts. Makes reports relating to school lunch program activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of approved methods of food preparation, some knowledge of nutritional values of foods; ability to supervise the work of others; ability to keep records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; good physical condition; Good knowledge of state and federal guidelines of all phases of the National School Lunch Program.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a high school equivalency diploma, and two years of experience in the preparation of food on a large scale; or any equivalent combination of experience and training sufficient to indicate the ability to do the work.

For Promotion: Two years of permanent status with the Newburgh Enlarged City School District as a Cook.