

Jurisdiction: Oneida County Schools
Jurisdictional Class: Non-Competitive
Revised: 5/7/97

ASSISTANT COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for assisting the Cook Manager in the preparation of food and the performance of related food service activities. The Assistant Cook Manager may be required to oversee food preparation activities personally. The work is performed under the direct supervision of a Cook Manager. Immediate supervision may be exercised over the work of Cooks, Bakers and Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the planning and supervision of the preparation of lunches in a school;
Assists in planning menus, with due regard for nutritional values, acceptability and budgetary limitations;
Assists in the supervision and training of school lunch personnel, makes staff assignments and evaluates work performance;
Assists in the selection of personnel;
Determines requirements and submits requisitions for food, supplies and equipment to the Cook Manager;
Maintains approved standards of sanitation, health and safety, as directed by policy;
Receives, inspects, stores and distributes supplies;
Maintains inventories and related records, as assigned by the Cook Manager;
Supervises the collection of, and accounting for, cash receipts;
Maintains employee time records;
Posts daily lunch and milk count;
Uses and sanitizes electric meat slicer, meat grinder, confection ovens, steam equipment and microwave ovens.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of preparing, cooking and shipping of food in large quantities; good knowledge of nutritional values of food; good knowledge of the health and safety factors involved in this work; working knowledge of the operation of modern cooking utensils, appliances and equipment; working knowledge of cleaning methods; ability to follow menus in food preparation; ability to keep simple records and reports; ability to read and write; ability to supervise the work of others; ability to understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the preparation of food in large quantities.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.