

AMADOR COUNTY UNIFIED SCHOOL DISTRICT COOK MANAGER

DEFINITION

Under general supervision, to supervise and maintain a school cafeteria; to direct and participate fully in the cooking, baking, preparation and serving of foods; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class supervise the personnel in a school cafeteria while performing the duties of cooking and baking. Incumbents are responsible to ensure the timely use of foods, modification of menus to maximize use of existing foods, compliance with federal nutritional standards, compliance with sanitation standards and serving of foods on a strict deadline. Incumbents receive general guidelines and instructions but have a high degree of latitude in selecting work methods.

EXAMPLES OF DUTIES

- Plans, assigns, supervises and participates in the preparation, cooking, baking and serving of foods;
- Prepares nutritional food combinations and works from weekly menus;
- Modifies menus as needed;
- Trains new personnel;
- Prepares and sells food to faculty members;
- Orders food products and keeps necessary records;
- Orders paper goods;
- Prepares foods for and serves at special functions;
- Supervises snack center operation;
- Supervises cleaning of snack bar, cafeteria, equipment and eating utensils;
- Checks quantities and condition of foods upon arrival;
- Takes inventories of foods and supplies in cafeteria;
- Keeps records;
- Prepares written reports;
- Collects and prepares money for banking;
- Collects, distributes and keeps records of reduced price and free meals for authorized students;
- Gives special instruction to handicapped students working in the cafeteria;
- Ensures that safety and sanitation standards are observed by personnel;
- Inspects food for quality, proper storage and appetizing serving methods;
- Count student meal tickets and/or monies and use computer for Point of Service transactions;
- Performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

May require a Prometric Certified Professional Certificate as required by the State of California.

QUALIFICATIONS

Knowledge of:

Principles of good nutrition, including federal standards;
Methods of preparing, cooking, and serving foods and maintaining cafeteria facilities in a safe and sanitary condition;
Basic mathematics;
Principles of supervision and training;
Record keeping techniques;
Appropriate safety practices.

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COOK MANAGER

Ability to:

- Supervise and train an assigned staff;
- Maintain safe and sanitary working conditions;
- Plan nutritious menus;
- Prepare large quantities of food in a nutritious and palatable manner;
- Operate equipment found in school cafeterias;
- Requisition foods and supplies;
- Handle money and keep accurate records;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is supervisory-level experience performing volume food service and preparation duties, preferably for a public agency;

or

Experience at or equivalent to the level of cook/Baker in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 60 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 30 pounds frequently (34-66% of the time).
3. Employee lifts/carries 15 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 63.9 pounds on objects.
5. Employee's position requires pulling a maximum force of 63.9 pounds on objects.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;

Incumbents may be required to wear protective apparel, including face protector and aprons.

SALARY LEVEL

Range 18 of the ACUSD Classified Salary Schedule.