

ASSISTANT COOK MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves assisting a Cook Manager in overseeing the operation of a large school cafeteria. Duties include ordering, preparing and serving food; keeping inventory records; and ensuring that necessary food and supplies are ready for Cooks and Food Service Helpers. Supervision may be exercised over Cooks, Bakers, Food Service Helpers and other school lunch staff.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the preparation and serving of food;
2. Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas, and in the care of equipment;
3. Assists the Cook Manager in ordering, preparing and serving food;
4. Maintains inventory records of food and supplies;
5. Keeps employee time records;
6. Receives and checks deliveries against invoices;
7. Consults with Cook Manager regarding problems encountered;
8. Ensures that Cooks and Food Service Helpers have necessary supplies each day;
9. Checks cash receipts daily;
10. Assumes duties of Cook Manager in her/his absence;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of large quantity food preparation, sanitary food handling and storage; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to supervise the work of others; ability to keep simple records; ability to follow oral and written directions; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Two (2) years of experience in the preparation of food on a large scale;
- OR: (B) An equivalent combination of experience and training.

SV2403

ADOPTED:

REVISED: 02/25/85

 12/01/86