



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>COOK-MANAGER</b>
Jurisdictional Class:	Non-Competitive
Civil Division:	County Schools
Adoption:	CSM 11/01/75
Revised:	CSM 4/13/05

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**DISTINGUISHING FEATURES OF THE CLASS:**

Has charge of the preparation and cooking of food in a medium size school; does related work as required. This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel in the school lunchroom. The work is performed under general supervision of a School Business Manager or other superior. Supervision is exercised over the work of Cooks, Assistant Cooks, Food Service Helpers, and/or School Lunch Cashiers.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises and participates in the preparation and serving of food;  
Supervises the storage and care of foods and supplies;  
Supervises and participates in cleaning of the kitchen, serving, storage, dining areas, and the care of equipment;  
Keeps simple records on food and supplies received and used;  
Keeps employee time records;  
Plans work schedules;  
Plans menus with attention to nutritional value, acceptability, and budgetary limitation;  
Determines requirements and submits requisitions for foods and supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling, and storage;  
Good knowledge of the fundamentals of nutrition and their application to the health of children;  
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:**

- (A) Possession of an Associate's Degree in Applied Science issued after completion of a 2-year course in a technical institution with specialization in Food Nutrition, and Institution Management; OR
- (B) Three (3) years of experience in the preparation of food on a large scale; OR
- (C) Any equivalent combination of training and experience as set by the limits of (A) and (B).