
Position Title: Cook Manager
Qualifications: Strong employment history in food service
Department: School Nutrition
Reports To: Director of School Nutrition
Prepared By: Michelle Kloser
Approved By: Board of Education **Date:** 1-8-2002
Revised: November 23, 2009

I. **Summary:** Prepares and serves attractive and nutritious meals for students and staff following USDA and food safety guidelines.

II. **Essential Duties and Responsibilities:**

- A. As a representative of the school district, you are expected to deal with the public and school employees in a courteous and professional manner.
- B. Manage the daily menu preparation following established menus, recipes and guidelines.
- C. Maintain food preparation, kitchen equipment and food sanitation and safety standards according to school Food Safety and HACCP (Hazard Analysis Critical Control Point) Plan
- D. Implement food production systems in which tasks are organized and schedules made for school nutrition employees in accordance with menu requirements.
- E. Monitor daily activities of food service staff for adherence to policy.
- F. Manage the preparation and serving of meals for special school related and community activities.
- G. Assist in ordering all food and supplies.
- H. Maintain the kitchen in accordance state and federal sanitation codes.
- I. Recommend the purchase of supplies and equipment.
- J. Maintain production, participation, inventory and food safety records as well as other department records necessary for effective program operation.
- K. Attend relevant training classes and workshops.
- L. Be knowledgeable and follow all district policies.
- M. Perform other duties as assigned by the school nutrition director.

III. **Supervisory Responsibilities:**

None

IV. **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. **Education and/or Experience**

High school diploma or equivalent
Two (2) years experience in quantity cooking
Must have completed a 12 hour food safety and sanitation course with-in the past three (3) years or at district expense, will take prior to issuing a contract.

B. **Certificates, Licenses, Registrations:**

CPR, AED, First Aid training and a Driver's license.
SNA (school nutrition association) certified or will be with-in one (1) year.
State of Wisconsin Food Manager Certificate with-in one (1) year

C. **Language Skills:**

Must be able to read, write and speak English fluently.
Ability to read, analyze and follow standardized recipes, production records and food safety guidelines.

- D. Mathematical Skills:**
Ability to add, subtract, multiply and divide.
Knowledge and understanding of percentages and measurements
- E. Reasoning Ability:**
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. Technology Skills:**
1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for point of sale and money collection systems.
- G. Other Skills and Abilities**
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:**
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 15-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
4. Must be able to stand on concrete or tile floors for up to six (6) hours.
5. Must be able to hear, taste and smell.
6. Must be able to work in a very warm environment and in refrigerated and freezer units for short periods of time. (one to two hours)
- I. Work Environment:**
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.