

## **COOK MANAGER**

**JOB CODE:** 8203  
**DEPARTMENT:** Tioga County Sheriff's Department and the Tioga Co. School Districts  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** County TCCA Union; Schools vary by location  
**ADOPTED:** 11/27/59; Revised 5/97, 9/01, 2/02, 1/04, 03/19 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the preparation and cooking of food on a moderately large scale basis. Work is performed under the general supervision of a School Lunch Manager or other superior at the School Districts. Immediate supervision may be exercised over the work of Cooks, Food Service Helpers, Cashiers and other lunch room personnel. Dependent upon location, duties will vary. Does related work as required.

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

- Supervises and participates in the preparation and serving of food;
- Supervises the storage and care of foods and supplies and maintains monthly inventory levels;
- Supervises and participates in the cleaning of the kitchen and serving, storage, and dining areas;
- Maintains lunch room and equipment care;
- Keeps simple records on food and supplies received and used such as meal production records and various other reports;
- Orders food items and lunch room supplies;
- Participates in food shows, seminars...etc. as necessary;
- When working at the Sheriff's Dept., is responsible for ensuring proper diets and medical conditions are followed, ethnic holidays are observed...etc.
- May make staff assignments and perform yearly employee evaluations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of approved methods of food preparation; some knowledge of the nutritional values of foods; ability to supervise the work of others; ability to keep records and prepare reports; full knowledge of department policies and procedures; ability to maintain good personal relations with children and adults; ability to understand and carry out oral and written directions; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in foods, nutrition, institutional management or closely related field and one year of full-time paid experience or its part-time equivalent in large scale food preparation; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and 3 years of full-time paid experience or its part-time equivalent in large scale food preparation; **OR**
- C) Any equivalent combination of training and experience as defined in (A) and (B) above.

