

**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA ASSISTANT COOK MANAGER**

DEFINITION

Under general supervision, to assist in the oversight of food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED - May exercise technical and functional supervision over food service staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serve as assistant to a Cook Manager in the performance of all functions required of a Cook Manager.
- Assist in supervising and participate in the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operation and maintaining clean and sanitary kitchen and food service areas.
- Assist in training assigned employees, including in the areas of work methods, techniques and the use and operation of equipment.
- Prepare and maintain a variety of records; assist in preparing various reports on operations and activities.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; assist in the completion of inventories as needed.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Operate and clean all kitchen equipment.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a school food service program;
- Principles of lead supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Pertinent Federal, State and local laws, codes and regulations;
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;

- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Modern office practices, methods and equipment;
- Principles and procedures of record keeping and reporting.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Operate modern office equipment.

Ability to:

- Learn the procedures and techniques used in managing a cafeteria;
- Supervise and train food service personnel;
- Perform the full range of food preparation and serving duties;
- Handle money and make change;
- Perform mathematical computations quickly and accurately;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from students and school staff;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of responsible food service experience, including some supervisory experience.

Training:

- Equivalent to the completion of the twelfth grade.
- Specialized training or course work in food preparation, food service management, child nutrition or a related field is desirable.
- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.