

**CHICO UNIFIED SCHOOL DISTRICT  
CAFETERIA COOK MANAGER 2**

**DEFINITION**

Under direction of the Director-Nutrition Services, to supervise, assign 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 operations and maintaining clean and sanitary kitchen and food service areas for an assigned site and designated satellite kitchens; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION EXERCISED** - Exercises technical and functional supervision over food service staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Direct and perform major cooking tasks involved in preparing school meals in accordance with prepared menus for the assigned school and designated satellite kitchens.
- Develop and successfully execute recipes.
- Scale recipes using conversion factors.
- Participate in menu and facility planning and equipment specifications.
- Cater District events.
- Plan, prioritize, assign and supervise the work of staff responsible for providing 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.
- Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
- Train assigned employees, in the areas of work methods, techniques and the use and operation of equipment.
- Attend meetings and trainings.
- 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.
- Prepare and maintain a variety of records; prepare various reports on operations and activities.
- Utilize a Point of Sale system.
- Order food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Review invoices on food items to ensure accuracy.
- Manage and operate within a budget.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Establish and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a food service program.
- Principles of supervision and training.
- Procedures, methods and techniques of scratch cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area.
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance.
- Pertinent Federal, State and local laws, codes and regulations.
- 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.
- Read and execute recipes from scratch.
- Perform the full range of food preparation and serving duties.
- Accept payments and accurately make change.
- Perform mathematical computations quickly and accurately.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Operate modern office equipment and input data using appropriate software.
- Communicate professionally and effectively both verbally and electronically.

**Ability to:**

- Supervise, organize and direct the work of food service personnel.
- Supervise and train staff.
- Establish and adhere to an efficient schedule in the preparation and serving of food.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 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.
- 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.
- Complete required Local, State, and Federal training/certification programs.
- Effectively manage work time.
- Learn principles and practices of First Aid and CPR.

**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:**

- Four (4) years of responsible food service experience, including two (2) years supervisory experience.
- One (1) year of scratch and quick-scratch cooking experience.

**Training:**

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field.

**SPECIAL REQUIREMENTS**

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

**License and Certificate Requirement:**

- Ability to obtain and maintain certification for ServSafe by the end of 5<sup>th</sup> month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5<sup>th</sup> month of employment.

**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.