



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	2	

JOB TITLE	CONTRACT REFERENCE
Assistant Cook Manager, High School	Nutritional Services

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Cook Manager, High School	January 2019

JOB SUMMARY

Responsible for assisting the cook manager in planning, preparing and serving all USDA/MDE program meals and snacks adhering to all federal, state and school district guidelines for nutrition quality, acceptance, food safety & sanitation. Fulfills the job functions of the Cook Manager when manager is absent.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Works with the cook manager and prep cook in creating/assembling food items for menus utilizing all commercial cooking equipment. Maintains quality control for all products.	B2
2.	Works with cook manager to ensure all transport food is prepared and distributed according to appropriate menu using correct meal pattern, portions and food safety standards. Assists with Food Production Records and other record keeping.	A1
3.	Analyze recipes, increase or decrease yields as needed. Work with Nutrition Coordinator on recipe development and yields. Prepare sample products as necessary.	B2
4.	Proficient in all meal patterns and calculates meal equivalents when needed.	B2
5.	Determines amounts of food to prep based on history and customer needs/likes. Assists cook manager with food orders for all menus.	B2
6.	Batch cook to ensure quality of food items. Replenish serving lines as needed.	A1
7.	Monitors & directs cooling and storage of any leftover food items.	A1
8.	Proficient in use and operation of student accountability system and POS system.	A1

JOB TITLE

Assistant Cook Manager, High School

CONTRACT REFERENCE

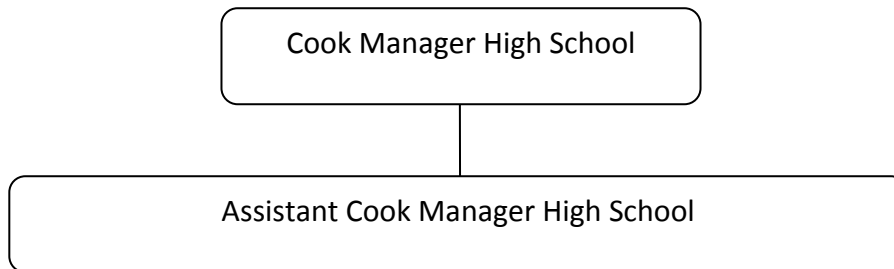
Nutritional Services

– Page 2

9.	Cleans and sanitizes own work area and equipment to maintain a clean, safe work environment. Reports equipment and/or safety issues to cook manager.	1%	A1
10.	Maintains positive customer relations with students, staff and co-workers.	3%	N/B
11.	Attends workshops and training to maintain and further knowledge and performance. Maintain MDH Food Manager Certificate. Participates in all district planned training and in-service.	2%	N/B
12.	Assists others when needed and completes other duties as assigned.	2 %	N/B
13.	Assists in the opening and closing of the kitchen for the year.		A1

QUALIFICATIONS (specific training or job experience required before appointment)

1. High School Diploma or equivalent
2. Level 2 Certification preferred (must be obtained within 1 year)
3. Experience in management, training and giving work direction preferred
4. Ability to take direction of supervisor
5. Ability to keep information confidential
6. Ability to relate and communicate with student and staff
7. Willingness to expand skills

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

PHYSICAL FACTORS

JOB TITLE

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CONTRACT REFERENCE

Nutritional Services

– Page 2

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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.