

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Cook Manager

Job Purpose Statement/s: The job of “Cook Manager” is done for the purpose/s of directing food service personnel at assigned site to perform their functions in a safe and efficient manner; providing food services at the assigned site(s) that meets the mandated nutritional needs of students; ensuring availability of quantities of items; menu planning, preparing and distributing food service items for consumption by students and others; providing written support to convey information; and complying with mandated health requirements.

Essential Job Functions:

- **Assists** and directs food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements
- **Utilizes** district’s menu planning system for the purpose of menu planning, nutrient analysis, standardization of recipes and menu production
- **Inspects** received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements
- **Compiles** and maintains appropriate reports and documentation for the purpose of providing required information to support federal, state agency and district requirements
- **Prepares** and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel
- **Procures** and inventories food, equipment and supplies for the purpose of ensuring adequate availability of items.
- **Responds** to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals
- **Trains and directs** staff to insure safe work procedures and a safe work environment.
- **Serves** one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students or others.

Other Job Functions:

- **Cleans** utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Assists** building administrators with the assessment and evaluation of kitchen staff.
- **Responds** to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or instructional setting.
- Skills, Knowledge and/or Abilities Required: Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment, use standard office equipment to include computers and required software programs. Knowledge of modern methods of food preparation, health codes and sanitation principles. Abilities to stand and walk for prolonged periods, provide direction to others and make independent judgments based on common sense, keep and maintain accurate records, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.
- Education Required: High School diploma or equivalent; three years experience in school cafeteria operations and/or experience as cook in food service program.
- Licenses, Certifications, Bonding, and/or Testing Required:
- Criminal Justice Fingerprint Clearance, successful completion of district-required drug screen.
- Other Specialized Requirements: Appropriate Food Handler Permit; completion of BBP training required.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

5. Lifting:
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.

Employee Signature

Date