

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: Cook Manager II

Job Title: Cook Manager II

Job Summary: The Cook Manager II position independently oversees a complex food service operation. This position is responsible for all food service operations at a high volume kitchen and provides lead direction and daily oversight for all kitchen staff to ensure that operations and services are being performed at the highest level while maintaining a high level of customer service. This position reports to the Food Service Director.

Essential Job Functions:

- **Oversees** the preparation and transporting of meals to satellite locations, or manages the high school kitchen, which could also include providing meals to satellite locations.
- **Possess** expertise in NutriKids Point-of-sale system.
- **Attends** workshops, seminars, and site visits. Actively seeks out professional development opportunities.
- **Provides** catering and special event services as requested.
- **Supports** other schools by providing meals or other foods as needed.
- **Compiles** and places orders for necessary food and supplies needed for smooth operation. Maintains inventories of food, condiments and supplies.
- **Plans**, supervises and participates in the preparation and serving of food in accordance with the planned menu and using approved standardized recipes.
- **Coordinates** all activities of production to ensure completion of food services at specified times.
- **Possess** strong leadership skills to successfully direct staff and operations. Plans and coordinates employee duties for efficient production.
- **Trains** and oversees staff in performing their duties using appropriate food handling practices and ensuring healthy, high quality food.
- **Inspects** deliveries of food items and/or supplies to verify quantities and qualities of items received and that delivery procedures comply with mandated health requirements.
- **Completes** and maintains appropriate reports and documentation to comply with federal, state, and district requirements.
- **Ability** to perform the duties of all subordinate food service positions when necessary.
- **Estimates** food preparation amounts to meet projected meal requirements and minimize waste.
- **Cultivates** a working environment that fosters teamwork and communication.
- **Provides** quality customer service that treats students and staff in a professional and friendly manner.
- **Reports** equipment malfunctions to Custodian, Maintenance Director or Food Service Director.

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- **Attends** regularly scheduled staff meetings to review menus and collaborate with peers.
- **Ability** to perform the duties of all subordinate food service positions when necessary.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.

Other Job Functions:

- **Serves** as a positive role model through appearance, personal neatness and personal habits.
- **Provides** input to Food Service Director for evaluation of kitchen staff.
- **Responds** to inquiries from students, staff and public regarding food service operations.
- **Cleans** utensils, equipment, food storage containers, preparation and serving areas to maintain sanitary conditions.

Experience required: Experience in supervising successful food preparation in large quantities, menu planning, and operation and care of commercial kitchen equipment.

Skills, Knowledge and/or Abilities Required:

- Ability to perform basic mathematical calculations
- Use standard office equipment including computers and required software programs.
- Communicate effectively by interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
- Understand and carry out oral and written instructions.
- Ability to make sound independent decisions.

Education Required: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; successful completion of district-required drug screening, appropriate Food Handler Permit; completion of Blood Borne Pathogens training.

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Physical Requirements:

1. In a typical 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 and SIGN YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.