

Department: School Districts  
Classification: Non-Competitive (Pending SCS Approval)  
Grade: \_\_\_\_\_

SPEC DISK G3  
DOCUMENT 75

### ASSISTANT COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the cook manager in preparing and cooking food and supervising work in a school lunch room. Work involves the preparation and cooking of food on a moderately large scale and supervising of personnel in a school lunch room. Work is performed under the general supervision of a Cook - manager or other superior. Immediate supervision is exercised over the work of cooks, bakers, and food service helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists Cook Manager in supervising and participates in the preparation and serving of food;  
Assists Cook Manager in Supervising the storage and care of foods and supplies;  
Assists Cook Manager in Supervising and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;  
Keeps simple records on food and supplies received and used;  
Keeps employee time records;  
Plans work schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of food preparation; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Two years of experience in the preparation of food on a large scale; or
- (b) Possession of an Associate Degree in Applied Science issued after completion of a two year course in a technical institute with specialization in foods, nutrition and institution management; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).