



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Assistant Cook Manager	Department: Food Service/Business Service	Bargaining Unit:
Immediate Supervisor: Director of Business Services/Cook Manager	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the guidance and lead of the Cook Manager, the Assistant Cook Manager is responsible for assisting the Cook Manager in carrying out duties and assignments associated with the preparation and set up of breakfast items; preparation of food items and cooking. The Assistant Cook Manager is expected to serve in the capacity of the Cook Manager in their absence.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Cook Manager in the preparation of main breakfast entrees and cooks items in accordance with standardized recipes, guidelines, safety and health procedures. Assists in serving breakfast and or performs cashier duties:
 - a) Enters and records breakfast participants.
 - b) Generates daily breakfast count totals.
 - c) Determines restocking requirements for breakfast items for the next day.
 - d) Cleans and sanitizes counters, serving and work areas after breakfast. Readies serving lines for the coming day.
- Assists the Cook Manager in the preparation of lunch main entrée items.
 - a) Cooks, steams or bakes food items in accordance with proper temperature requirements/standards.
 - b) Monitors and records temperatures of food items throughout the day.
 - c) Prepares quantities in accordance with directions of the Cook Manager and assures meals are prepared and ready to serve in accordance with time schedules and deadlines.
 - d) Assists other staff in the preparation of salad bar items, hamburgers, chicken line, pizza line, and baked items.
- Determines amount of panned items to pan and prepare for the coming day. Cooks items to proper temperatures. Places prepared panned items on serving warmers during lunch times. Documents amount of food prepared and remaining items.
- Assists in the cleaning and sanitizing of food production and serving areas in accordance with facility procedures, sanitation standards, guidelines and requirements.
- Serves as the Cook Manager in their absence.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: At least 1 year of prior related work experience in food production and preparation in a large food production kitchen.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN Drivers license or evidence of equivalent mobility. Serve Safe Managers Certification	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Maintains effective working relationships with food production staff. • Following and applying health, safety and nutrition standards, codes, regulations and guidelines applicable to food preparation and operations. • Use of computer and point of sale software and reports. • Adjusting, calculating, measuring quantities and supplies needed to prepare menu items and requirements. • Preparing main entrée, alternative and/or baking of food items. • Basic math skills. • Use and operation of food production tools and equipment (e.g. steamers, ovens, microwaves, meat slicers, etc.) • Reading, understanding, and following safety procedures. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. 	



