



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

SECTION I: GENERAL INFORMATION

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

Job Summary:

Under the direction of the Director of Business Services, the Cook Manager is responsible for coordinating building food service ordering, production, and monitoring food service staff engaged in the handling, serving, preparation, storage and cleaning of food items in accordance with health and safety rules and district policies and procedures at an assigned site.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Trains and monitors food service production staff to ensure that overall kitchen production, safety and quality considerations are met within the building.
 - a) Assigns work, monitors work operations, sets work priorities, and assure proper production and safety procedures and guidelines are followed.
 - b) Monitors food production operations to assure compliance with department procedures, local, state and/or federal laws, rules or regulations.
 - c) Trains staff and organizes workload. Cross-trains staff in various food production tasks within the building.
 - d) Works closely in collaboration with the Director of Business Services in interviewing and selecting food service employees.
- Monitors and participates in the preparation and serving of daily meals within the building.
 - a) Monitors the preparation and serving of menu items.
 - b) Prepares and oversees the preparation of the breakfast and lunch main entrée items.
 - c) Estimates daily participation and meal production requirements.
 - d) Monitors serving lines to assure lines and production activities are running smoothly.
 - e) Monitors panning of items, filling dispensers, and assembly of food items to meet participation and production needs.
 - f) Monitors storage of food items and cleaning and sanitation of food production areas, equipment and serving areas.
 - g) Monitors and/or assists in the panning and baking of alternative items (i.e. hamburgers, pizza, chicken patties, bread sticks, etc.).
- Prepares food orders. Compiles food productions reports and information needed in accordance with department requirements. Monitors storage of food items, stock rotation and prepared food items. Codes all purchases and invoices for accounts payable. Tracks all rebates and commodity food items.
- Monitors the operation of point of sale activities and functions. Resolves conflicts or problems with student accounts. Answers questions of staff, parents or students pertaining to food operations and activities. Maintains student database

manually adding new students, refunding and closing out student withdrawals.

- Prepares summer mailing packets for building secretaries with free/reduced applications, menu information, and food guidelines. Runs lists of free and reduced meals per requests of district personnel.
- Assists in the cleaning and sanitizing of food production and serving areas in accordance with facility procedures, sanitation standards, guidelines and requirements.
- 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: <ul style="list-style-type: none"> • Knowledge of local, state and federal guidelines pertaining to food production, sanitation, health and safety. • Knowledge of nutritional food requirements and standards. • Knowledge of point of sale programs used in food service. • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of food items and materials. • Knowledge of cleaning techniques and materials. • Knowledge of food preparation including calculating recipes, cooking, and baking. • Knowledge of all applicable cooking tools and equipment. • Knowledge of department administrative, recordkeeping and ordering procedures and requirements. 		
	2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: At least 3 years 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. Food Manager’s License and SNA Level 3 Certified and Serve Safe Certification.		
INDIRECT SUPERVISION:				
Number of employees indirectly supervised: Food Service Workers I and II, Assistant Cook Manager			Total: 3-9	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Coordinating, delegating, leading and training kitchen staff in duties and responsibilities. • Planning, prioritizing, and organizing tasks and functions. • Ability to work independently with minimal supervision. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Calculating and ordering products and supplies needed. • Determining, calculating and adjusting recipes. • Preparing, heating and serving food items. • Operating computer and point of sale software. • Basic math skills. • Use and operation of kitchen tools and equipment. • Reading, understanding and following safety procedures. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Employee is exposed to some environmental conditions such as heat from food, hot water, noise, high temperatures, humidity, or cooking utensils; cleaning solvents/chemicals; wet/slippery floors; and handling of sharp objects. Risks and hazards associated with the work can be minimized with proper attention and district risk management procedures, safety equipment, and/or safety procedures.</p>
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015.