

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – COOK MANAGER**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years food service experience desired.

Possession of a sanitation certificate or willingness to pursue certification.

SKILL PREPARATION

Ability to lift minimum of 40 pounds.

Good leadership and interpersonal skills.

Quantity food cooking experience or ability to learn.

DUTIES AND RESPONSIBILITIES

Be responsible to the Food Service Director for completion of all assigned duties with accuracy, professionalism, and confidentiality.

Prepare food or supervise food production and service.

Meet special dietary needs of students (allergies, diabetes, etc.).

Order food needed for production area and utilize leftovers in accordance with time requirements.

Monitor food service for quality.

Supervise and prepare for special functions for breakfast, lunch, dinner, and snacks.

Schedule staff within guidelines of Food Service Director.

Supervise kitchen staff, including training and supervision in sanitation and safety procedures, and evaluate staff in accordance with District protocol.

Instruct staff in use, care, and maintenance of equipment.

Receive deliveries and check receipts against orders.

Obtain monthly inventory and maintain records.

Monitor daily records and makes deposits, as needed.

Monitor accuracy of production sheets and maintain records.

Maintain confidentiality of student and staff information.

Work in a staff relationship with principals and other supervisors.

Discharge all other assignments delegated by the Food Service Director.

#### EVALUATION

Evaluation will be conducted annually by the Food Service Director in the areas of core competencies and position performance.