

Sayreville Board of Education

Job Description – Manager/Cook

Requirements and Qualifications:

- High School Diploma or equivalent.
- 3 years of experience and/or training in school food service or equivalent, required.
- 3 years of experience in quantity cooking and equipment usage, required.
- **ServSafe certification, required or obtained within 60-days of hire or within 60-days of Promotion as required by the USDA Guidelines and State Health Department.**
- Knowledge of school lunch requirements and meal accountability, desired.
- Strong organizational, time management and people skills required.
- Demonstrates experience working effectively as a member of a team, required.

Primary Function:

Manager Cook is responsible for accurate recordkeeping of the state ledger, state commodity book, monthly inventory, monthly state reports, daily bank deposits, preparation of food, and proper storage of food, cleanliness, and daily sales.

Reports to: Assistant Director of Food Services
Director of Food Services

Major Duties and Responsibilities:

1. Cook, prepare, serve and maintain proper records for mandated breakfast and lunch program.
2. Monitor, record and document food temperatures throughout meal service in compliance with HACCP standards. Address any need for corrective action.
3. Begin preparation of all food on the menu as per menu requirements by utilizing several methods of cooking not limited to baking, sautéing and grilling.
4. Record and maintain inventory including commodities from processors and USDA.
5. Satellite cooking food items as needed for Elementary schools.
6. Continue with food preparation with the assistance of other workers.
7. Monitor the forecasted amount of food against the current lunch count. Prep more food if necessary.
8. Adhere and enforce food service department policies, state and federal policies.
9. Unlock storeroom freezers and refrigeration (check and record temperatures of refrigerators/freezers).
10. Supervise the storage of leftovers and check the next day's menu.

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11. Begin any food preparation for the next day with the assistance of other workers.
12. Supervise all employees and work areas.
13. Complete production records for all meals served in accordance with Child Nutrition Standards.
14. Prepare monthly, weekly, and daily orders of groceries, frozen items and paper supplies.
15. Collect, count and record all money received from lunch and a la carte sales. Deliver monies to satellite manager for deposit.
16. Check all locks and equipment before departing.
17. With direction from the Director and Assistant Director lead the food services team towards department goals.
18. Any other food service related duties as directed by the Director and Assistant Director of Food Services.

Note

Cooking by definition translates into the following: cooking from scratch. Examples include, raw pasta, rice, turkey, meat sauce as well as several types of cooking methods including baking, sautéing, and grilling.

Terms of Contract: Ten Month Full-Time Position

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk and use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Temperatures may vary to hot and cold extremes due to nature of the kitchen environment.

DATE OF BOE APPROVAL: