

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – FOOD SERVICE COOK MANAGER**

**DEFINITION**

Oversee the total operation of the cafeteria; plan, organize, and supervise the preparation and serving of meals; and prepare and cook main dishes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Food Service Director; Exercises technical and functional supervision over assigned workers.

**EXAMPLES OF DUTIES –** May include, but are not limited to, the following:

- Plans, organizes and supervises the preparation and serving of meals.
- Prepares main dishes and other foods including hot and cold items; prepares food in advance for timely serving of meals.
- Estimates and orders food and supplies; maintains an accurate inventory for the kitchen; prepares required district state and federal reports.
- Directs the activities of assigned staff; schedules and assigns duties; trains new employees as necessary.
- Ensures that all food areas and equipment are properly cleaned and sanitized; ensures that ll food areas and equipment are properly cleaned and sanitized; ensures compliance with health, fire, safety and sanitation regulations of local and state agencies.
- Assists other groups utilizing the cafeteria facilities for special events.
- Operates a variety of kitchen related equipment and machines.
- Receives and records cash collected; maintains records of meal counts; maintains accurate records of student information on computer.
- Performs assigned duties in a safe manner.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

High School diploma or equivalent.

**Knowledge of:**

- Methods, techniques and equipment used in preparing and cooking foods in large quantities;
- Food inventory methods and procedures.
- Health and safety rules and regulations, which apply to food service programs.
- The safe use of manual and mechanical kitchen equipment. Food values.
- Food service accounting procedures.

**Ability to:**

- Estimate quantities needed and order correct amounts for economical food service. Prepare and cook foods applicable to the needs of children.

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – FOOD SERVICE COOK MANAGER**

- Maintain accurate records.
- Supervise and train assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Work as an effective team member.
- Push, carry and lift large and heavy items; ability to bend, twist and reach and stoop.
- Be free from communicable and infectious diseases.
- Take, maintain, and control inventories.
- Coordinate and direct daily food production.
- Make arithmetical computations and account for monies and supplies received.
- Operate computerized cash registers and oversee use of student keypad.
- Read and follow warning labels and to use hazardous materials and equipment with extreme caution.

**Experience, Education and Training**

Any combination of experience and training, which would indicate possession of the above skills and abilities.

**Example:** Three years of experience as a cook providing the planning, preparing and serving of food in large quantities, including record keeping.

**Special Requirements**

- Some positions in this class may require possession of a valid California driver's license.
- Speak, read, and understand sufficiently to successfully receive/provide information to/from students, supervisors, co-workers, the public, etc.

**Physical Requirements**

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989  
Rev. Board Approved: October 11, 2001