Martinez Unified School District  
Classified Job Description

**Cook-Manager I**

**Definition**
Under general supervision to supervise the operation of a small school cafeteria or to act as the assistant cook-manager at a larger school cafeteria; to plan and cook meals; to purchase foodstuffs and supplies according to needs; and to do related work as required.

**Distinguishing Characteristics**
An employee in this class generally supervises from one to three full-time cafeteria assistants and personally performs a large amount of the food preparation and cooking. (Full-time is defined as a normal cafeteria work day.)

**Examples of Duties**
Plans, assigns, supervises and performs work in the preparation and serving of hot lunches and a la carte to pupils and teachers; maintains standards of efficiency and sanitation in food preparation; prepares menus; prepares and cooks the main hot dish; supervises the preparation of salads, sandwiches, desserts and baked goods; estimates needed quantities; orders dairy products, bakery products and foodstuffs from vendors and warehouse; receives and checks foodstuffs and supplies; checks delivery tags for quantity received; arranges and supervises proper storage of food and supplies; maintains inventory of stock; supervises and personally performs cleaning of kitchen, kitchen equipment, and eating utensils; makes oral and written reports; counts money and makes deposit slips; outlines daily duties and work schedules of kitchen staff; assists and instructs new personnel in methods and procedures of tasks assigned; supervises student helpers; works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment; cooperates with teachers and other groups in the use of cafeteria facilities for special luncheons and events.

**Desirable Qualifications**

*Knowledge of:*
Principles and methods of preparing nourishing and appetizing meals for large groups of school children;
Proper and sanitary methods of preparing, cooking, serving, and storing food and of the problems involved in managing a cafeteria;
Basic kitchen machines and utensils;
Principles of supervision and training.

*Ability to:*
Prepare and cook food fitted to the needs of children;
Estimate quantities needed and to order correct amounts for economical food service;
Deal effectively with vendors and work cooperatively with others;
Operate common mechanical appliances found in a cafeteria;
Keep records and prepare reports;
Understand, carry out and give oral and written directions;
Maintain cooperative working relationships with those contacted in the course of work.

**Experience**
Three years of experience in the preparation and serving of large quantities of foodstuffs in a cafeteria or restaurant, including at least one year in a supervisory capacity.

**Education**
Equivalent to completion of the eighth grade.

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