

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Cook Manager

JOB SUMMARY: Oversees all aspects of kitchen as listed below and is available to direct designated staff.

REPORTS TO: Child Nutrition Director

LOCATION: District, Child Nutrition Department

MAJOR JOB DUTIES:

Essential Functions (and frequencies—see frequency key):

- Direct workflow of all kitchen staff (Kitchen assistants and Cooks). (Frequent)
- Market and merchandise the food program to students and staff. (Occasional)
- Review food menus to determine that the size of servings meet the age grade requirement for the school nutrition program. (Occasional)
- Responsible for meal program production records and HACCP records as required by the State and Federal Child Nutrition Programs. (Occasional)
- Prepare and serve hot and cold meals using tested uniform recipes. (Occasional - Frequent)
- Determine if the finished food product prepared by the cooks is the best in overall quality; flavor, appearance, and texture. (Frequent)
- Responsible for following procedures outlined by our HACCP Policy. (Constant)
- Clean work station/carts and a variety of other kitchen equipment on a routine & seasonal basis. (Occasional - Frequent)
- Prepare for the following day by getting items ready according to assignment. (Occasional - Frequent)
- Assist with food ordering. (Occasional)
- Monitor security of storeroom, freezer, and cooler and overall security of the Child Nutrition area. (Occasional)
- Assist kitchen assistants, school keepers, and other Child Nutrition staff with cleaning and loading duties. (Occasional)
- Communicate to the Child Nutrition Director concerns relating to the food service program. (Occasional)
- Assist Child Nutrition Director with ordering of food and supplies as needed. (Occasional)
- Other duties as assigned by the Child Nutrition Director.

Work Activities:

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Performing for or Working Directly with the Public, both adult and children — Performing for people or dealing directly with the public. This includes serving customers in our schools.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors, problems, or defects.

Hours of Work: 8 hour shifts Monday-Friday (40 hours/week)

Terms of Employment: Master Contract

Salary: Master Contract

Clothing / PPEs: Safety glasses/goggles, ear plugs, slip resistant shoes (no open toes), approved uniform pant and shirt, rubber gloves, aprons, masks (chemicals), hot mitts and hot pads, hair nets, jacket and gloves (for freezer).

Equipment / Tools: Brooms, mops, rags, buckets, garbage liners and cans, cleaning chemicals, carts, dollies, hoses, hand brooms, dustpans, stepstools and ladders of various heights, commercial electric mixing machines and related bowls, pots, pans and baking sheets, spatulas, whisks, spoons and ladles, a wide variety of fresh, frozen, and canned food products and spices, broilers, electric and gas stoves, oven steamers, heated serving units, large kettles, warming carts, can openers, toasters, garbage disposal, 3 compartment sink, chopper, VCM (vegetable cutter machine), robot coupe, microwaves, freezers, refrigerators, commercial food slicers (bread, meat, cheese, other), chef's knives/shears/paring knives/serrated blade knives, sieves, strainers, tableware, data base software, storage containers and equipment.

Qualifications including Education/Skills/Training Required:

The Cook Managers are responsible for knowing all phases of the school nutrition program. They are responsible for promoting nutritious food products to the district's students, staff, parents and guests. The Cook Manager is intended to provide exemplary service, documentation, and safe performance to ensure all food preparation is completed to specific standards and OSHA regulations. Cook Managers are expected to demonstrate a positive attitude on the job as

well as teamwork, school loyalty, cooperation with co-workers, effective supervision of children, safety mindedness, and regular attendance.

Education/Aptitude: High School graduate with diploma or GED equivalent.

Licenses/Certification: Food Managers License and Certification by MSNA/SNA in Levels I and Level II. Blood borne pathogen and other work related training and annual retraining required.

Experience: Prefer prior commercial or school kitchen experience, and some managerial experience. Computer competency in Excel, Word, Outlook, Child Nutrition software, and NutriKids.

Physical Demands of the Position:

This job is considered frequently light to occasionally medium work of a semi-skilled nature as defined by the Department of Labor's Critical Demands of Work (see key) and determined by functional job analysis processes of validation and consensus (to include on-site observations, actual measurements and employee input). Cook Manager must be:

- Able to work with constant interruptions during a work shift.
- Must be capable of frequent to constant standing and walking on variable surfaces to include cement, linoleum, terrazzo and other tile floors, and wet or slippery surfaces throughout the work day.
- Must be able to carry up to 50 pounds (to include but not limited to hot pans, steamer pans, industrial sized food containers, pots/pans) within the kitchen area. Examples of measured items include: 17 pound pans of apple crisp; 37 pound pans of chili; 20 pound pans of rice, 30 pound pans of goulash, 22 pound boxes of bagged pickles, 9 pound jars of peppers, 50 pound crate of apples, and 50 pound box of shortening.
- Must be capable of pushing/pulling carts and equipment loaded with or weighing over 300 pounds requiring 0-20 pounds of push/pull strength/force.
- Must be capable of frequent stooping, squatting, reaching (on all planes) kneeling, twisting, and bending for variable periods of time.
- Must be capable of all planes of reaching to include from floor to knee level, to waist, to chest level, to shoulder level and up to 72" above the floor. Must be able to reach with full arm extension. Examples: when sliding food containers on prep tables or when cleaning/disinfecting tables. Example of sliding force required: 15 pounds to slide a box of bananas on table.
- Must be capable of stirring food in a kettle with a paddle requiring a two-hand grip with one hand at or above head height.
- Must be capable of picking up a 50 pound object (detergent buckets, food boxes or containers, pots, pans and other kitchen items) and holding/lifting it in different positions with one hand while guiding the object with the other hand.
- Must be capable of picking up and maneuvering flat and bulky objects on floor or in awkward positions weighing up to 50 pounds (one example: mixer bowl and packaged food items) and lifting to waist and/or shoulder height.

- Other lifts measured include: Lift and carry food items to include boxes of fruit or canned foods weighing up to 50 pounds, position pans of food weighing up to 40 pounds into/out of oven racks and warmers between 24 and 60 inches above floor ; lift and position other food items, and cooking equipment or supplies.
- Must be capable of safely operating a variety of food preparation and cleaning equipment and handling food supply items to include (but not be limited to) cleaning equipment, cleaning supplies, fresh/frozen/raw and prepackaged foods in industrial sized containers, and bulk amounts.
- Must be capable of working in extreme and seasonal temperatures (hot and cold) such as around stoves and freezers, humid environments, cramped and busy quarters, around children, loud mechanical noise and voice levels, typically 85 to 95 dB.
- Must be capable of using and use all personal protective equipment.
- Position requires good balance and ambulation.
- Position requires excellent long distance and near vision, depth perception and light accommodations.
- Position requires a good sense of smell.
- Position requires excellent hearing.
- Position requires the ability to work with others in a courteous, time sensitive manner.
- Must be capable of using hand and power tools as well as manual hand techniques for food preparation requiring variable grip forces (estimated up to 40 pounds).
- Must be capable of climbing stairs, step ladders, and platform ladders to reach top of equipment as well as storage/shelves.

NOTE: The physical demands described above represent real life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material handling equipment. Other miscellaneous duties may be assigned which fulfill the needs of students and staff.

Knowledge:

Food Production — Knowledge of techniques and equipment for preparing and cooking food products (both plant and animal) for consumption, including storage/handling techniques.

Mathematics — Knowledge of arithmetic, algebra, geometry, and their applications.

Skills:

Time Management — Managing one's own time to effectively coordinate with others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Monitoring — Monitoring/Assessing self performance, of other individuals, or organizations to make improvements or take corrective action.

English Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

English Speaking — Talking to others to convey information effectively.

Abilities:

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It involves taking the appropriate corrective action.

Near, Distant & Color Vision — The ability to see details at close or a far range (within a few feet of the observer) as well as colors.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Deductive Reasoning — The ability to apply general rules to specific problems to produce sensible outcomes.

Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Work Styles:

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Integrity — Job requires being honest and ethical.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

KEY TO DEPARTMENT OF LABOR TERMS

The table below has definitions of the five critical demand levels and their specific task criteria:

Sedentary Work	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts
Light Work (not to be confused with the terms of modified or transitional work)	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls
Medium Work	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day
Heavy Work	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
Very Heavy Work	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the DOL and applied to work tasks i.e. rare to occasional, frequent and constant (RO/F/C). The DOL definitions of these frequencies are:

Rare to Occasional	0 to 20 times during a shift or 33% of the time
Frequent	20-100 times during a shift or 33-66% of the time
Constant	Over 100 times during a shift or 66-100% of the time

Disclaimer:

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.

These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Bargaining Unit: Local 284 Food Service Employees

Approved by Foley School Board on June 25, 2012, revision approved February 27, 2017

Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.