



***Seneca County  
Personnel Department***

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1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **COOK MANAGER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB

**DESCRIPTION**

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Romulus Central School District (RCSD)
- Seneca Falls Central School District (SFCSD)
- South Seneca Central School District (SSCSD)
- Waterloo Central School District (WCSD)

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**GENERAL STATEMENT OF DUTIES:**

Has charge of the preparation and cooking of food in a school; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel in the school lunchroom. The work is performed under general supervision of a school lunch manager or other superior. Supervision is exercised over the work of cooks, assistant cooks and food service helpers, and school lunch cashiers.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Supervises and participates in the preparation and serving of food;  
Prepares reports and records as required;  
Supervises the storage and care of foods and supplies;  
Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;  
Keeps records on food and supplies received and used;  
May plan menus with attention to nutritional value, acceptability and budget limitation;  
Ensures food service operations are in compliance with NYS and Federal regulations for school operations;  
Determines requirements and submits requisitions for foods and supplies;  
Coordinates with contract services and consultants;  
Calls substitute Food Service personnel as required;  
May act as a cashier.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling and storage; good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of modern cooking utensils, appliances and equipment; ability to plan and supervise the work of others; ability to keep records and prepare reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; tact and good judgement; resourcefulness; good physical condition.

**MINIMUM QUALIFICATIONS:**

Three years of experience in the preparation of food on a large scale; or possession of an associate degree in applied science issued after completion of a two-year course in a technical institution with specialization in foods, nutrition and institution management; or any equivalent combination of experience and training.