



HUDSON CITY SCHOOL DISTRICT
215 HARRY HOWARD AVENUE
HUDSON, NEW YORK

VACANCY

- POSITION:** COOK MANAGER
- LOCATION:** District-Wide
- WORK SCHEDULE** Monday through Friday, 7 hours per day
- START DATE:** As Soon As Possible
- SALARY:** Salary Commensurate with Experience
- QUALIFICATIONS:** Must meet Columbia County Civil Service Qualifications (see reverse)
- JOB DESCRIPTION:** See Reverse

Interested Applicants (not already employed by HCSD): Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English.

Applications and references can be sent by:

- Email: HUDSONCSDJOB@HUDSONCSD.ORG
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534,

Current Employees: Please submit a letter of interest to Sharifa Carbon, School Business Administrator.

Deadline to apply is August 15, 2017. (Please include the posting number **N072817-11** on your correspondence.)

The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

7/28/2017

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involve the responsibility for the preparation of cooking of food on a moderately large scale and the supervision of personnel in the school lunch room. The work is performed under general supervision however, supervision is exercised over the work of the Cooks and Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

- Supervises and participates in the preparation and serving of food;
- Supervises the storage and care of foods and supplies;
- Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas and the care of equipment;
- Keeps simple records of food and supplies through inventory records;
- Keeps employee time records, evaluates employee performance and plans the work schedule for employees;
- Keeps a record of daily and monthly receipts and prepares monthly reports for State reimbursement information;
- Records information relative to free and reduced lunch programs and makes application for government surplus foods;
- Plans menus with attention to nutritional value, budgetary limits and acceptability;
- Determines the requirements and submits requisitions for food and supplies;
- Consults and cooperates with county, state and federal health inspections;
- Assists in the preparation and administration of the School Lunch Budget.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of moderately large 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 the necessary reports; ability to get along well with children and adults; ability to adhere to the rules and regulations and guidelines of the State and Federal Government as they COOK-MANAGER relate to the School Lunch Program; ability to understand and to carry out oral and written directions; tact and good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or NYS registered college with an Associate's Degree in Applied Science specializing in foods, nutrition and institution management or college courses in nutrition and management; OR
- Three years of experience in cafeteria menu planning and service; OR
- An equivalent combination of training and experience as indicated above.

REVISED BY CIVIL SERVICE SEPT. 21, 1988 NON-COMPETITIVE
ADOPTED BY COLUMBIA COUNTY CIVIL SERVICE 10/11/88