



**Classification:** Cook Supervisor

**Title Code:** V00304

**Pay Range:** 15

**POSITION SUMMARY:** An employee in this position is responsible for the preparation and cooking of food as a shift supervisor in the Academy kitchen. Work includes the supervision of other kitchen staff in sanitation, meal preparation, cooking, cleaning, etc. General supervision is received from the Food Service Manager; however, the employee is expected to exercise independent judgment in the performance of assigned tasks.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Safeguards all food, supplies, and equipment from damage and theft.

Coordinates the preparation and cooking of food for meal time schedules.

Inspects food for freshness or spoilage; properly stores leftover food at prescribed temperatures.

Assists in the planning of menus and the utilization of leftover foodstuffs.

Assists in inventory collection, entry, and weekly food ordering.

Supervises and/or prepares a major part of a meal; pastas, soups, vegetables, meats, etc.

Maintains sanitary conditions in the kitchen and dining area by supervising and participating in the cleaning of stoves, ovens, grills, floors, freezers, refrigerators, cabinets, and other kitchen utensils, equipment, and surfaces.

Plans, supervises, and directs the work of lower level cooks and food service helpers.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of materials, methods, and equipment used in large-scale cooking.

Thorough knowledge of the operation and use of kitchen equipment used in an industry standard kitchen.

Thorough knowledge of the modern principles and practices of large-scale kitchen management.

Thorough knowledge of food value and nutrition.

Thorough knowledge of Missouri Food Codes, and the hazards of general cooking work.

Working knowledge of inventory controls, inventory systems, and recipe conversions.

Working knowledge of Microsoft Word and Excel.

Working knowledge of the basic principles and techniques of supervision.

Ability to prepare meals while ensuring low food costs.

Ability to observe adequate safety precautions.

Ability to work long hours while standing.

Ability to cook on a large scale.

Ability to identify types, cuts, and grades of meat.

Ability to plan, direct, and supervise the work of others.

Ability to plan and prepare meals on a large scale.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

Possess sufficient physical strength to permit the lifting and/or carrying of heavy objects.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent and two years experience as a Cook III OR five years of commercial or institutional cooking experience of which one year must have been in a supervisory capacity. Preference may be given to applicants with culinary experience.

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.