HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA

Salary based on experience and education level per HCBOE salary schedule plus competitive benefits package equal to approximately 44% of direct compensation.

COOK II

TITLE: Cook II – means personnel employed as cook's helper, to interpret menus, to prepare and serve meals in a food service program of a school.

QUALIFICATIONS: Must have know how in areas of cooking, baking, and food preparation. Must be able to read recipes and make calculations for ingredient measurements. Must have a functional working skill in operating all types of kitchen equipment. Should have some background in institutional or commercial food service. Must be able to pass all health requirements set up by the federal, state and county government. High school diploma or a general educational development certificate (GED) may be required. Must have a current food handler's card.

REPORTS TO: Director of Nutrition, Principal Superintendent or designee

JOB GOALS: Responsible for providing balanced, nutritious, and tasty meals through the proper preparation, cooking and serving of foods thus insuring an appealing food service program for the students.

PERFORMANCE RESPONSIBILITIES:

A. Performs duties efficiently and productively.

- Maintains standards of work conduct as determined by the food service program.
- Prepares all types of food according to county, state and federal guidelines.
- Sets up tables, chairs, steam tables, fills napkin holders, straw dispensers, etc.
- Washes trays, carts, pots, pans, utensils and other food service equipment.
- Cleans all equipment and facilities used in preparing and serving meals.
- Assists other cooks in the kitchen/dining area as needed.
- Monitors portions and quality control.
- Reports any equipment needing repair.
- To follow county policy and procedures.
- Is available, if possible, for kitchen related activities outside the normal working day, if requested.
- Performs other related tasks as assigned by the Director of Nutrition and/or principal.

- Complete financial sheet and count money in the absence of a Cook III as instructed by administrator.
- Complete daily production report.
- Computerized P.O.S. schools – able to operate computer in the absence of a Cook III
- Must be able to lift or move up to 50 lbs.
- Must be able to stand for approximately three and one-half hours.

B. Maintains and/or upgrades skills.

- Participates in all county food service training programs required and strives to upgrade job performance by implementing the suggestions and decisions during these meetings.

C. Maintains positive work habits.

- Have the ability to develop and maintain an effective working relationship with others.
- Maintains positive work attitude and habits.
- Maintains a professional appearance – hairnets, leather shoes, no jewelry, etc.
- Is the punctual and minimizes absences
- Takes initiative in performing assigned tasks

EVALUATION: Performance of this job will be evaluated **twice a year for employees with a continuing contract and three times a year for employees with a probationary contract.** This is in accordance with provisions of the Hancock County Board of Education Policy on Evaluation of Service Personnel.