Randolph County Board of Education
Elkins, West Virginia

Job Description

POSITION: Cook II

QUALIFICATIONS:
A. High school diploma or equivalent
B. Ability to communicate, read, write, make basic calculations and follow written and oral instructions
C. Possess a valid food handler's card and meet all local and state health requirements
D. Good health, average physical strength with capability to lift large containers of food
E. Ability to relate with children and adults
F. Successful passage of State Competence Test, if applicable

REPORTS TO: School Principal

SUPERVISORY RESPONSIBILITIES: None

JOB RESPONSIBILITIES:
A. Maintenance of positive work habits
B. Performance of duties effectively and productively
C. Maintain/upgrade job related skills
D. Assist in the preparation and serving of food to students and staff
E. Assist in the removal, cleaning, washing, and sterilizing of dishes, utensils, tables, equipment.
F. Assist in the maintenance of the kitchen trash and garbage collection area in a neat and sanitary fashion.
G. Assist in the interpretation and planning of menu's and food preparation
H. Maintain positive public and employee relations.
I. Perform other temporary job related duties as assigned by the principal and/or head cook.

PERFORMANCE STANDARDS:
A. Demonstration of appropriate work habits
1. Observation of work hours
2. Regular attendance
3. Compliance with policies/procedures
4. Observance of good safety practices
5. Meeting of schedules in a reasonable fashion
6 Acceptance of change

7. General appearance of work area
8. Demonstration of initiative with regard to job assignment
9 Maintenance of confidentiality
10. Appropriate relationships with fellow employees
11. Appropriate appearance and dress for assigned responsibilities.

B. Demonstration of appropriate job performance skills
1. Work judgments (organization and coordination of assigned duties)
2. Quality of work
3. Ability to follow instructions correctly
4. Acceptance of responsibility
5. Efficiency under stress
6. Operation and care of equipment

C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).