RALEIGH COUNTY SCHOOLS
Job Description

POSITION: Cook I, II, III

IMMEDIATE SUPERVISOR: Principal; Assistant Principal; Child Nutrition Director; Cafeteria Manager

FLSA STATUS: Non-exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by RCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Raleigh County Salary Scale, **Pay Grade A, B, C,** commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and RCBOEôs Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: The cook performs responsible cooking and baking duties, following nutritionally sound menus and may be assigned inventory, record keeping, computer input responsibilities. The cook may assume additional duties in the absence of the Cafeteria Manager. Positions in this class require specific training and the ability to do quantity cooking and/or baking. After initial orientation, work is performed with minimum supervision. Nature of the work requires moderate physical effort, continuous standing and use of commercial food service equipment.

PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.

- Reviews weekly menus for planning food preparation schedule.
- Operates commercial food service equipment.
- Prepares a variety of menu items for daily service.
- Maintains temperature readings.
- Assembles, measures, and mixes ingredients for a variety of food items.
- Follows written, verbal and other directions.
- When necessary, acts as Cafeteria Manager assigning duties and inspecting food ready for consumption.
- Supervises or participates in cleaning, maintenance and security of kitchen and storage areas.
- Makes menu item substitutions with the approval of Child Nutrition Director.
- Sets up and arranges food to be served on a daily basis.

- Maintains accurate records which may include receipts, inventories of equipment and food supplies, order food supplies following established procedures.
- Receives and inspects incoming merchandise.
- Appropriately stores foods and supplies.
- Prepares inventories, records and required reports.
- Inputs data in computer when applicable.
- Cooperates with various school programs, groups and outside organizations using the school cafeteria, including planning and supervising the preparation and serving for special events. This may involve occasional overtime.
- Explains and demonstrates the goals and operations of the child nutrition program to students and adults as requested by principal.
- Performs related work as required.
- Assists with preparation of school meals for students and adults.
- Assists with preparation of special dietary items for identified students.
- Trains/instructs substitute cooks assigned to the work location in preparation of school meals.
- Maintains harmonious relations with students, staff, vendors, parents, and other outside entities that associate with RCBOE child nutrition program.
- Cares for, maintains and operates equipment and utensils common to large quantity preparation, cooking, storage and distribution of food
- Accounts for receipts
- Maintains regular attendance and complies with State Law and County policies and regulations.
- Maintains an environment that is safe for food and food preparation.
- Anticipates and effectively addresses unforeseen crises associated with feeding large groups of children.
- Assists in implementing meals based on district and school objectives and needs and abilities of students.
- Reads and interprets written recipes and other written and verbal directions.
- Maintains accurate records that include food temperature, food audit counts, etc.
- Attends in-services and workshops as directed.
- Maintains confidentiality, unquestionable integrity.

QUALIFICATIONS:
High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of ñQualificationsò in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ñô**Cook I**ô means a person employed as a cookôs helper; ó**Cook II**ô means a person employed to interpret menus, to prepare and serve meals in a food service program of a

school. This definition includes a service person who has been employed as a ó**Cook I**ô for a period of four years; ó**Cook III'** means a person employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system. (Pursuant to WV Code §18A-4-8)

- Maintains current County Board of Health Food Service Workerôs Permit
- Ability to effectively present information and respond to questions from administrators, students, staff and general public consistent with the duties of the position.
- Ability to perform work requiring considerable standing.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of the position.
- Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, walk, climb, lift heavy objects, pull, push, grasp, use commercial food service equipment, talk, hear, see and use repetitive motions. The employee is required to exert moderate physical effort and stand continuously. While performing the duties of this job, the employee may **frequently lift and/or move at least 40-60 pounds** of materials, food supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The temperature in a school kitchen can range from below 32°F in a walk-in freezer to 100°F or above near the ovens, stove, and dishwasher. Temperatures can exceed 400°F while operating ovens. The work floor surface, by the nature of this job, will be wet and slippery periodically throughout the day. Therefore, shoes with non-skid soles are recommended. The noise level in the work environment is moderate loud to loud (70-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.