Cook/Custodian—Preston High School

Posting Dates: September 9-15, 2025

Shift: 10:00 AM – 6:00 PM

Employment Term: 200 days; prorated for the 2025-2026 school year

Salary Range: Pay Grade C

To prepare and serve meals for students in Preston County Schools; keep the school and buildings and grounds clean and to the best of his/her ability maintain an attractive, safe facility.

Relationship: Directly responsible to the principal of the school.

Qualifications: Must have attained a high school diploma or equivalent. Must have passed State Competency test for Cooks and Custodian. Must have the physical attributes and skills to do the work required. Must be capable of lifting the heavy loads which are present in school kitchens such as large pans and cases of food. Must have a valid food handler's card.

Term of Employment: 200 days per school year.

Performance Standards/Indicators:

- Prepare and serve meals.
- Maintain a clean, healthy environment in kitchen and work area.
- Maintain a relationship with students which encourages them to eat.
- Responsible for clean up and cleanliness of equipment and work area.
- Clean and dust building.
- Sanitize restrooms and other areas needing it.
- Secure building during hours school is not in session.
- Keep sidewalks, driveways, and grounds, neat and safe.
- Immediately report major repairs to the principal.
- Open building as needed.
- Regularly inspect building for safety hazards and repairs.
- Order supplies as needed.
- Raise and lower flag.
- Protect school property against damage or theft.
- Keep building free of refuse.
- Perform other related duties as assigned by Principal.
- Display a positive attitude.
- Follow state and county policies.
- Meet schedules.
- Maintain a clean, uncluttered work area.
- Manage stressful situations.
- Require minimum supervision.
- Be punctual.
- Accept suggestions and constructive criticism.
- Be dependable.

Professional Development:

- Attend in-service and job-related training.
- Work toward skill improvement and efficiency.