

COOK

Qualifications –

High school diploma or high school equivalency diploma (GED); ability to qualify for a food handlers card.

Supervisor (s) –

School Principal.

Classification (s) –

COOK I- Personnel employed as a cook helper.

COOK II- Personnel employed to interpret menus to prepare and serve meals in a food service program of a school. Shall include persons who have been employed as a Cook I for a period of four years if the person has not been elevated to this classification within this period of time.

COOK III- Personnel employed to prepare and serve meals, make reports, prepare requisitions for supplies, and order equipment and repairs for a food service program of a school system.

CAFETERIA MANAGER- Personnel employed to direct the food service program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keep inventories, inspecting areas to maintain high levels of sanitation, preparing financial reports and keeping records pertinent to food services in a school.

Duties and Responsibilities –

COOK I, II, III –

1. Assist in the preparation and serving of meals.
2. Assist in the cleaning of trays, silverware, pans, food service equipment, and other associated with the food service program
3. Utilize safe food preparation, serving, and sanitation procedures
4. Serve meals and otherwise interact with students in a friendly, cordial manner
5. Complete staff development programs as directed for position

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COOK II, III –

6. Assist in the interpretation of menus.
7. Assist in record keeping and preparation of reports.

COOK III –

8. Determine the food service needs for the school.
9. Prepare requisitions for supplies.
10. Prepare requisitions for equipment and repairs for school food service program.
11. Supervise other food service personnel in the school.
12. Maintain liaison with county food service coordinator.

CAFETERIA MANAGER –

1. Assign duties to other cooks in an assigned location
2. Approves requisitions and repairs to be sent into the Central Office Food service Program
3. Keeps and reviews inventories of food, supplies, and equipment
4. Inspects areas of food service program to keep a high level of sanitation and keep appropriate sanitation records
5. Prepares financial reports on all required aspects of the assigned food service program

Performance Standards –

1. Reports to work on a regular basis at the time(s) scheduled for the performance of his/ her duties.
2. Observes all rules and regulations established for his/ her particular work station.
3. Accepts responsibility in a cooperative manner.
4. Performs assigned duties efficiently and with/without close supervision.
5. Prepares assigned reports and records promptly and accurately.
6. Follows directions and demonstrates good judgment.

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7. Demonstrates evidence of good personal hygiene.
8. Enrolls in available professional development programs.
9. Demonstrates knowledge of duties in particular work area.
10. Holds a valid WV Driver's license and willing to use personal vehicle if needed to transport food and attend meetings (reimbursement by BCS Policy G-20)
11. Follow County Employee Code of Conduct

Physical Demands –

While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands and fingers, handle, feel, and reach with arms and hands. The employee is occasionally required to stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, color vision, depth perception, and ability to adjust focus.

Evaluation –

Probationary employees will be formally evaluated in writing a minimum of twice annually; continuing contract personnel will undergo a minimum of one formal written evaluation per year. Evaluations will be performed by the employee's immediate supervisor and the county level program area supervisor.

This job description contains information and facts considered essential to describing and evaluating job performance fairly and equitably. This job description should not be construed as detailed statements of all the work required to be performed.

Source: Board of Education Minutes

Adopted: 9/18/79

Revised: 2/22/10; 4/04/09; 4/29/08; 1987; 1985; 1983