

**Board Members**

*Weldon Perrine, President*

*Roy Moose, Vice President*

*Phil Berry, Member*

*Dr. Gus Penix, Member*

*Rick Green, Member*



**NICHOLAS COUNTY**  
S C H O O L S

**Superintendent**

Dr. Donna Burge-Tetrick

400 Old Main Drive, Summersville, WV 26651

Phone 304-872-3611

Fax 304-872-4626

**JOB DESCRIPTION**

**Position:** Cook

**Classification:** Service

**Reports to:** Building Principal, Assistant Principal, Child Nutrition Director

**Evaluation:** Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy 4220.

**FLSA Status:** Non-Exempt

**Qualifications:**

1. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
3. Criminal background check per WV Code §18-5-15c
4. Maintains current County Board of Health Food Service Worker's Permit
5. The ability to perform the job duties and responsibilities of the position as contained in the Job Description

**Description:** Cook – means a person employed to assist other cooks and/or interpret menus and 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 “Cook I” for a period of four years. 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

**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. The work requires moderate physical effort, continuous standing, and use of commercial food service equipment.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### **Performance Responsibilities:**

- Maintains positive work habits
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Maintains positive attitude and has other personal qualities essential to job success including quality communication skills
- Maintains a positive working environment and is cooperative with students, peers, other school personnel, parents, and the community
- Maintains regular attendance and complies with State and County policies and regulations
- Performs duties efficiently and productively
- Works safely using proper body mechanics and lifting techniques thus decreasing risk of injury to self and co-workers 2
- Maintains current knowledge of NSLP, West Virginia Child Nutrition, and Nicholas County food program requirements
- Washes trays, pots, pans, and utensils;
- sweeps and mops kitchen and storage areas.
- Cleans all equipment used in preparing and serving meals. Serves food to students and faculty.
- Must demonstrate safe handling of food preparation, service, and storage.
- Maintains adequate food inventory
- Reviews weekly menus for planning food preparation schedule
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position
- Prepares school meals for students and adults
- Prepares special dietary items for identified students
- Unloads, separates, inspects, and stocks food/kitchen items
- Operates and maintains commercial food service equipment and utensils
- Maintains current NSLP, West Virginia Child Nutrition, and Nicholas County records including but not limited to production records, monthly menus, USDA

documentation, bills, receipts, and West Virginia State Health Department documents

- Read and comply with labels and safety warnings on cleaning agents and hazardous materials
- Cleaning, mopping, kitchen on a regular basis or daily if needed; cleaning tables in the cafeteria on a regular basis or daily if needed
- Reports work related problems in a professional manner using proper channels including but not limited to presenting problems verbally and/or in writing and allows for timely resolution prior to reporting problem to school principal
- Maintains and/or upgrades skills
- Performs all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by immediate supervisor, building principal, or Superintendent of schools

### **Physical Demands:**

**Sitting:** Rarely: ½ hour to 1 hour per day

**Standing:** Frequently: 2 hours in an 8-hour shift. Alternates continuously with walking.

**Walking:** Constantly: 5 ½ hours in an 8-hour shift. Alternates continuously with standing.

### **Lifting and Carrying:**

#### **Weight Frequency:**

- 1-10 lbs. Continuously Canned & raw food items, lunch trays, etc.
- 11-22 lbs. Continuously Trays of silverware, canned & raw food items, crates of milk & juice, etc.
- 21-35 lbs. Frequently Canned & raw food items, frozen food items, crates of milk & juice, pans of hot foods, etc.
- 36-50 lbs. Frequently Canned & raw food items, frozen food items, mixing bowls of dough, kitchen & cafeteria garbage, buckets of mopping water, etc.
- 51-75 lbs. Rarely Commodity items (encourage team lifting for all objects over 50 lbs.), etc.

**Pushing/Pulling:** Frequently Carts with frozen, raw, or cooked food items, mop bucket, garbage cans, trays, etc.

**Forward bending:** Occasionally Placing/removing pans of food in server, removing frozen food 3 from chest freezer, cleaning cafeteria tables, etc.

**Squatting/Stooping:** Occasionally Retrieving items from under counters, emptying food racks, cleaning under counters, etc.

**Kneeling:** Occasionally Cleaning, etc.

**Crawling:** Occasionally Cleaning behind freezers & ovens, under sinks, etc.

**Climbing:** Occasionally Stocking of light weight items on top shelves in pantry, stocking frozen food items in upright freezers, etc.

**Overhead reaching:** Occasionally Stocking light weight items on top shelves in pantry, placing or removing foods from steamers, ovens, freezers, pantry, etc.

**Hazards:** Sprains/strains from improper lifting techniques, burns from improper protection when handling hot items, slips/falls from improper cleanup of spill, leaks, etc.

**Machines/equipment/tools:**

Sterilizer, steamer, warmer, slicer, mixer, ovens, tilt skillets, kitchen appliances, and cleaning tools

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 stoop, reach, stand, walk, lift heavy objects, pull, push, grasp, talk, hear, see, use repetitive motions, and operate commercial food service equipment. 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 reading handwritten or typed material and 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 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

Revised 04.18.23