



HARDY COUNTY SCHOOLS

510 Ashby Street
Moorefield, WV 26836

JOB DESCRIPTION

Job Title: Cook I, Cook II, Cook III

"Cook I" means a person employed as a cook's helper.

"Cook II" means a person employed 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 assist the cafeteria manager, interpret menus and to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system, and act as the cafeteria manager if That employee is absent.

Qualifications:

- **High School Diploma or equivalent per WV Code §18A-2-5**
- **Must successfully pass State Competency Test for this position per West Virginia Code §18A-4-8e**
- **Criminal background check per WV Code §18-5-15c**
- **Maintains current County Board of Health Food Service Worker's Permit**
- **The ability to perform the job duties and responsibilities of the position as contained in the Job Description**

Job Summary: The cook, following nutritionally sound menus, prepares (including cooking, baking and salad bar preparation) and serves food. The cook may be assigned inventory, record keeping and 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, the ability to lift 20-60 pounds, continuous standing, fluctuations in temperature dependent on area, i.e. walk in freezer below 32° and 100° near ovens.

RESPONSIBILITIES:

- **Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities as required by the Cafeteria Manager**
- **Maintains sanitation standards and practice safety precaution measures in all phases of food service operation**
- **Follows the cafeteria manager's instruction in producing and serving food to meet federal and state nutritional standards**

- Prepares meals for students and teachers including cooking, baking and salad bar preparation
- Interprets menus to insure that WV Standards for Nutrition are being met
- Prepares special dietary items for identified students
- Serves meals following portion guidelines
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form
- Applies concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of the position
- Safely operates and maintains commercial food service equipment and utensils following manufactures instructions or guidelines
- Maintains required forms and records as assigned by cafeteria manager
- Maintains a clean food service area
- Reads and complies with labels and safety warnings on cleaning agents and hazardous materials
- Implements cost containment measure while maintaining quality
- Unloads, separates, inspects, and stocks food/kitchen items and maintains clean storage areas
- Advises Cafeteria Manager of repairs needed to equipment
- Maintains positive work habits
- Works safely using proper body mechanics and lifting techniques thus decreasing risk of injury to self and co-workers
- Performs duties efficiently and productively
- Maintain regular punctual attendance
- Complies with State and County policies and regulations
- Maintains and/or upgrades skills by annually completing a minimum or 6 hours of staff develop related to food and nutrition
- Performs other duties assigned by Cafeteria Manager or Principal

Immediate Supervisor: Cafeteria Manager and Principal

Evaluation: Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with Hardy County Policy

Terms of Employment: 200-day contract

I have received and reviewed my job description: Cook I, Cook II, Cook III

Employee Name: _____

Employee Signature: _____

Date: _____