

Summers County Schools
Job Description
Cook

QUALIFICATIONS:

- High School Graduate or equivalent.
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4
- Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.
- Pass competency test pursuant to WV Code 18A-4-8e

SALARY: **Cook 1: Paygrade A**
 Cook 2: Paygrade B
 Cook 3: Paygrade C
 Cafeteria Manager: Paygrade D

TERM: 200 days unless altered per contract by the Board of Education

RESPONSIBLE TO: Principal

JOB RESPONSIBILITIES:

- Maintain positive work habits.
- Performs duties efficiently and productively.
- Maintain and/or upgrade skills.
- Performs any and all other job related duties as assigned by the Assistant Principal, Principal, Director of Child Nutrition and/or Superintendent.

Performs the following duties according to classification according to WV Code 18A-4-8:

A. Cook I

1. Helps prepare and serve meals, wash all cooking and serving utensils.
2. Cleans work areas and equipment.
3. Attends Food Handler's School and required in-service training sessions.

B. Cook II

1. Perform duties of Cook I.
2. Interprets menus
3. Prepares and serves meals.

C. Cook III

1. Perform duties of Cook I and II

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2. Maintains accurate records as required by federal, state and county policies and regulations
3. Keeps inventory of feeds and other supplies
4. Keeps point of service tallies
5. Orders foods and supplies according to county, state and federal policies and regulations
6. Follow the HACCP-Based Standard Operating Procedures.

D. Cafeteria Manager

1. Perform duties of Cook I,II and III, as needed.
2. Direct the operation of a food services program in a school.
3. Assign duties to cooks
4. Approve requisitions for supplies and repairs.
5. Keep inventories.
6. Inspect areas to maintain high standards of sanitation.
7. Prepare financial reports.
8. Keep records pertinent to food service.

Performs other duties as assigned by the Principal, Superintendent, or designee of the Superintendent.

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton, WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215)596-6795.