

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Cook II

REPORTS TO: Principal and Child Nutrition Coordinator

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Coordinator or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Cook II" means a person employed to 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; 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 CookIII/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, continuous standing and use of commercial food service equipment. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. Cook II is required to perform a variety of skilled tasks within the assigned location.

- Maintains standards of work, sanitation, and safety;
- Assists with the preparation of lunches and breakfast in accordance with established recipes and governmental and nutritional guidelines;
- Maintains temperature readings;
- Assembles, measures, and mixes ingredients for a variety of food items;

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- Operates and cleans a variety of food service equipment and machines including warmers, ovens, slicers, steamers, hot tables, and mixers;
- Follows written, verbal and other directions;
- When necessary, acts as Cafeteria Manager/Cook III assigning duties and inspecting food ready for consumption;
- Participates in cleaning, maintenance and security of kitchen and storage areas.
- Sets up and arranges food to be served on a daily basis;
- Appropriately stores foods and supplies.
- Assists with preparation of school meals for students and adults.
- Assists with preparation of special dietary items for identified students
- Assists in implementing meals based on district and school objectives and needs and abilities of students;
- Reads and interprets written recipes and other written and verbal directions;
- Attends in-services and workshops as directed;
- Serves prepared food in a lunch line;
- Prepares vegetables, fruits, and other foods from menu;
- Serves all foods in the manner prescribed; and
- Maintains confidentiality, unquestionable integrity.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Ability to perform work requiring considerable standing;
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent pursuant to WV Code §18A-2-5;
- Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required; and
- Maintains current County Board of Health Food Service Worker’s Permit.

COMMUNICATION SKILLS:

- Must possess good command of written and spoken English grammar.
- Ability to greet the public in a friendly manner.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

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MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to accurately perform assigned tasks
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here 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 reach, walk, climb, lift heavy objects, pull, push, grasp, use commercial food service equipment, talk, hear, see and use repetitive motions. 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 to read handwritten or typed material, 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 nonskid soles are recommended. The noise level in the work environment is moderate loud 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.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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