

# MCDOWELL COUNTY SCHOOLS

## Job Description

---

**POSITION:** Cook III

**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 III" means personnel 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. WV §18A-4-8

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

- Organizes and coordinates the activities and operation of the site cafeteria.
- Maintains standards of work, sanitation, and safety.
- Directs, monitors, and assists with the preparation of lunches and breakfast in accordance with established recipes and governmental and nutritional guidelines.
- Estimates requirements and orders main entrees, bread, milk products, condiments, and miscellaneous kitchen supplies needed to prepare food items within established time constraints.
- Completes order sheets for items such as canned goods, supplies, and other resources needed for efficient food service operations.
- Trains and monitors the work of others and arranges for substitute staff as needed.
- Operates and cleans a variety of food service equipment and machines including warmers, ovens, slicers, steamers, hot tables, and mixers
- Serves prepared food in a lunch line.

Revised August 1, 2010  
May 2011  
July 2012

- Maintains and prepares records and reports as required for breakfast and lunch programs.
- Prepares vegetables, fruits, and other foods from menu.
- Serves all foods in the manner prescribed.

**SUPERVISORY RESPONSIBILITIES:** Supervises personnel employed as Cook II

**QUALIFICATION REQUIREMENTS:**

- Demonstrate adherence to schedules; being punctual.
- 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.
- Must have experience or training in food service or institutional food management involving the planning and preparation of food in large quantities.
- State competency test, if appropriate as per WV §18A-4-8e.

**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.

**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 interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- 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 walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

**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.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.

*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.*

Revised August 1, 2010  
May 2011  
July 2012