

CABELL COUNTY PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: **COOK II/III**

Reports To: **The School Principal. Will also receive direction from the Director of Food Programs, and the school Cafeteria Manager.**

Salary Schedule: **B10/C10**

Employment Term: **200 Days**

Minimum Education, Knowledge, Skills or Abilities Required:

1. High school diploma or satisfactory completion of the GED or TASK test.
2. Successful completion of the WV State Competency Test for Cooks.
3. Must be able to pass all health requirements established by the federal, state, and county governments. Must have a current Food Handler's Card issued by the Health Department.
4. Ability to read, write, compute, and communicate.
5. Physically and mentally alert.
6. Ability to get along with others and work effectively as a member of a team.

Minimum Physical Requirements:

1. Able to lift containers, cases, etc., which weight up to 10 lbs. constantly, 10 – 20 lbs. frequently, and 20 – 50 lbs. occasionally.
2. Ability to work in unusual or extreme elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
3. Ability to stand or walk for more than 6 hours per day.
4. Ability to work from step stools or ladders.
5. Physical demands include stooping and crouching.

Duties and Responsibilities:

1. Maintain and upgrade superior culinary skills.
2. Prepare food according to a planned menu, and or the directions from the Café' Manager, Principal, or Director.
3. Follow recipes, prepare and serve meals at an assigned work station. Be willing to rotate work stations to be more proficient at all of the kitchen and work station duties.
4. Practice proper care of equipment and maintain sanitary conditions in the food area at all times.
5. Maintain good personal hygiene. Clean and neat in appearance.
6. Establish good public, employee, and student relations.

7. Maintain positive work habits including good attendance, and reporting on time.
8. Perform duties efficiently and productively.
9. Assist Cafeteria Manager in maintaining accurate records, including but not limited to inventory, and meal counts.
10. Wear approved uniforms.
11. Must participate in school, county, and state sponsored Staff Development.
12. Perform other job-related tasks as assigned by the Principal, Cafeteria Manager, and/or Food Service Coordinator.

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