CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

Position Title: **COOK**

Reports To: **Cafeteria Manager/School Principal**

Salary Schedule: **A – C**

Employment Term: **200 Days**

Minimum Education, Knowledge, Skills or Abilities Required:

1. High school diploma or satisfactory completion of the GED 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.
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 4 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 culinary skills.
2. Prepare food according to a planned menu.
3. Follow recipes, prepare and serve meals at assigned work station.
4. Practice proper care of equipment and maintain sanitary conditions in the food area.
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.
8. Perform duties efficiently and productively.
9. Assist Cafeteria Manager in maintaining accurate records.
10. Wear approved uniforms.
11. Must participate in county sponsored Staff Development.
12. Perform other job related tasks as assigned by the Principal, Cafeteria Manager, and/or Food Service Coordinator.