

RITCHIE COUNTY SCHOOLS



JOB DESCRIPTION COOK II

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; 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. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to get along with people.
- Ability to read, write, compute, communicate, and follow written and oral instructions.
- Must be able to meet all health requirements.
- Must be well groomed, neat and clean.
- Must be physically and mentally alert.
- Must possess a valid West Virginia food handler’s permit.

Cook II means a person employed to interpret menus, 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.

Immediate Supervisor: Principal and/or Assistant Principal and Cafeteria Manager / Cook III

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Ritchie County Schools Policy 5220.

Term of Employment: 200 Days

Salary: Pursuant to WV Code §18A-4-8a
Ritchie County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Interprets menus, prepares and serves meals in the school's food service program.
- Maintains and upgrades culinary skills.
- Prepares and follows standardized recipes.
- Practices proper care of equipment and maintain sanitary conditions in the food area.
- Maintains good public, employee, and student relations.
- Performs duties efficiently and productively.
- Demonstrates a positive attitude.
- Shows respect for fellow workers and students.
- Maintains a good attendance record.
- Keeps work area neat/engages in good safety practices.
- Follows instructions.

Operates and cares for equipment/property appropriately.

- Uses time efficiently.
- Complies with policies and regulations.
- Participates in staff development activities and professional growth opportunities in a meaningful manner.
- Maintains a positive relationship with other school personnel, parents, students, and patrons.
- Accentuates the positive in programs, activities, and persons.
- Protects confidential matters.
- Demonstrates knowledge pertaining to food preparation processes, procedures, and skills.
- Assists with the preparation of breakfast and lunch meals in accordance with the prescribed menus.
- Assists with the serving of breakfast and lunch meals as directed by the cafeteria manager/Cook III.
- Assists in keeping the facilities, equipment, furniture, and utensils orderly and sanitary.
- Is clean, well-groomed, and wears acceptable apparel as may be specified which shall be conducive to safety and sanitary conditions.
- Promotes the school food service program within the school and community at large.
- Keeps the principal and/or cafeteria manager/Cook III informed regarding operation of the food service program.
- Assists in keeping accurate inventory records of equipment, supplies, and food on hand, and foods served.
- Monitors the operation of major equipment items, reporting punctually any evidence of malfunction, and requesting maintenance service as needed.
- Assists with the implementation of board policies and applicable rules and regulations.
- Promotes the food service program within the school and community-at-large.
- Adheres to established laws, policies, rules and regulations.

Physical Demands:

The physical demands described 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.

Perform Other Job-Related Duties and Responsibilities as Assigned by the

Amended: May 11, 2020

