



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Cook III

Supervisor: Principal

Qualifications:

- High School Diploma or GED
- Hold or qualify for Cook Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code 18A-4-8

Cook III: a person 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.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.

3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

Duties/Responsibilities:

1. Establish good public, employee, and student relations in all areas of responsibility.
2. Maintain positive work habits.
3. Maintain personal hygiene.
4. Maintain and upgrade culinary skills.
5. Perform duties efficiently and productively.
6. Interpret menus.
7. Follow recipes, prepare and serve meals.
8. Operates dishwasher and sweeps and mops kitchen area.
9. Cleans all equipment used in preparing and serving meals.
10. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received.
11. Maintains accurate daily records for milk and meals as assigned by the cafeteria manager.
12. Keeps and makes reports as requested by the cafeteria manager.
13. Prepares requisitions for supplies, equipment and repairs for the food service program.
14. Practice proper care of equipment and maintain sanitary conditions in the foods area.
15. Perform standard storage practices to help maintain the quality of stored food.
16. Attends in-service training provided by the Office of Child Nutrition.
17. Perform other job related tasks as assigned by the principal and/or cafeteria manager.