

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Cook**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Background in institution food service.
3. Physical fitness and emotional stability to carry on the job.
4. Must successfully pass State Competency Test for Cook.

**REPORTS TO:**

Cafeteria Manager  
Principal

**DUTIES:**

To assist in the implementation of the assigned school meal program.

**WORK HOURS:**

As assigned and determined by the Principal/Cafeteria Manager.

**EMPLOYEE CLASSIFICATION:**

Cook I                      Cook II                      Cook III

**RESPONSIBILITIES:**

The cook shall be responsible for:

1. Performing duties for food preparation as required by Cafeteria Manager.
2. Maintaining sanitation standards for Food Service Area.
3. Maintaining positive work habits.
4. Performing duties efficiently and productively.
5. Maintaining and/or upgrading skills.
6. Maintaining personal qualities appropriate for assigned job.

**PERFORMANCE STANDARDS:**

The following performance standards and indicators further define the job responsibilities of a cook:

**A. Work Habits**

1. Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities.
2. Practices safety precaution measures in all phases of food service operation.
3. Participates in implementing cost containment measures while maintaining quality.
4. Exhibits knowledge of operating all equipment, work techniques and methods of performing duties.
5. Exhibits willingness to work in any situation.
6. Maintains regular attendance.
7. Exhibits punctuality.
8. Exhibits enthusiasm

9. Exhibits self-confidence.
10. Demonstrates good work judgment by working to capacity.
11. Enforces time and motion economy to ensure that all meals served are tasty and attractive to customers.

## **B. Performance**

1. Follows the cafeteria manager's instruction in producing and serving food to meet federal and state nutritional standards.
2. Interprets menus to insure that WV Standards for Nutrition are being met.
3. Exhibits the ability to prepare food in large quantities without constant reference to recipe card or asking other employees questions.
4. Maintains required forms and records as assigned by manager.
5. Accepts responsibility for general cleaning of food service area.
6. Accepts responsibility for stocking shelves and cleaning storeroom.
7. Utilizes all food stocked to the fullest extent possible.
8. Advises Cafeteria Manager of repairs needed to equipment.
9. Keeps Cafeteria Manager informed of pertinent situations.
10. Exhibits the ability to serve food in quantities that meet requirements.
11. Works under stress efficiently and effectively.
12. Performs other duties assigned by Cafeteria Manager or Principal
13. Works under supervision of the Cafeteria Manager or Principal without complaining, but is willing to give suggestions.

## **C. Training and Experience**

1. Participates in county in-service programs related to area of responsibility.
2. Shares methods, materials and ideas with co-workers.
3. Serves on committees.
4. Attends workshops, college classes or training in related areas, whenever possible.
5. Reviews material from past in-service programs.

## **D. Personal Qualities**

1. Strives for good public relations with customers, co-workers, supervisor and community.
2. Cooperates with principal, faculty, students and food service staff to make the food service program an integral part of the total school.
3. Has an interest in merchandising food and increase participation in school food service.
4. Has an interest in children.
5. Maintains a neat and appropriate appearance.
6. Projects good health habits.
7. Holds a valid food handler's card.
8. Has health and stamina to perform job effectively.
9. Maintains self control.
10. Accepts constructive criticism.
11. Cooperates with Supervisor in scheduling the use of the kitchen.