

Substitute Cook

Shift: Varies

Employment Term: As needed for the 2024-25 school year

Salary Range: Pay Grade B

SUBSTITUTE COOK CLASS IS SCHEDULED FOR TUESDAY, OCTOBER 8, 2024, AT 9:00 A.M. AT THE BOE OFFICE.

To prepare and serve the meals for students in Preston County Schools.

The cook is directly accountable to the school principal.

Qualifications:

- Possess a valid food handler's card;
- Passage of State Competency Test;
- Must have attained a high school diploma or GED equivalent;
- Be capable of lifting heavy loads which are present in school kitchens such as large pans and cases of food;
- Be able to work with other cooks and staff cooperatively;
- Have skills in cooking and/or baking;
- Have the ability to interpret and follow menus;
- A cook III and Cook III/Cafeteria Manager, in addition to the other abilities, must be capable of planning Type A lunches keeping accurate inventories, preparing accurate reports, ordering supplies and equipment.

Terms of Employment

Cooks and Cook/Cafeteria Managers will be employed for 200 days. Salary will be based on the state pay scale.

Performance Standards/Indicators:

1. Work Habits

- Display a positive attitude;
- Follow state and county policies;
- Meet schedules;
- Maintain a clean, uncluttered work area;
- Manage stressful situations;
- Require minimum supervision;
- Be punctual;
- Accept suggestions and constructive criticism;
- Be dependable.

2. Work Duties and Performance

Cook II

- Prepare and serve meals;

- Maintain a clean, healthy environment in kitchen and work area;
- Maintain a relationship with students which encourages them to eat;
- Order supplies and prepare requisitions;
- Do other duties assigned by principal and head cook;
- Responsible for clean up and cleanliness of equipment and work area.

Cook III

- Prepare menus;
- Maintain inventory;
- Prepare reports;
- Order supplies and prepare requisitions;
- Assist in Cook II duties.

Cook III/Cafeteria Manager

- Prepare/approve menus;
- Maintain inventory;
- Prepare reports;
- Maintain records;
- Assist in preparation and serving of meals;
- Assist principal in operation of food service program;
- Assign duties to cooks;
- Inspect area to maintain high standards of sanitation;
- Work cooperatively with school secretary, as assigned by principal to prepare billing for lunches and to collect payment for lunches;
- Approve requisitions for supplies and repairs;
- Do point of service county if assigned by principal;
- Perform other related duties as assigned by principal.