

# **WIRT COUNTY SCHOOLS**

**PO Box 189  
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**MaryJane Pope Albin  
Superintendent**

September 19, 2013

## **Substitute Cook Job Description**

Reports To: Principal and Director of Child Nutrition

### Duties and Responsibilities:

- 1) Prepares and serves meals which meet the state nutritional standards from a planned menu.
- 2) Provides support to the school and cares for the welfare of the children.
- 3) Assists the principal and teachers in establishing good public relations.
- 4) Be acquainted with the policies of the school and with duties assigned. See that stock room, kitchen area, and all equipment is clean.
- 5) Be responsive to the suggestions of the Principal and Director of Child Nutrition.
- 6) Observes working hours and operating policies established by the Principal and the county school lunch supervisor.
- 7) Strives to work carefully and efficiently, observing all nutritional requirements and sanitary standards in the preparation and service of school lunches/breakfasts.
- 8) Prepares and updates records and reports for inspection by authorized personnel.
- 9) Attends county food service continuing education and in-service programs.
- 10) Holds a valid food handlers' card and meets all requirements of the state and local departments of health.
- 11) Utilizes all food stocked to the fullest extent possible.
- 12) Be physically fit to perform all duties related to the position. The employee understands that he/she must be physically able to lift large kettles and/or serving pans containing food stuffs and carry them, if necessary, to serving tables or sink and be able to perform certain other duties involved in the work area of the kitchen that involve reaching, bending and pushing.
- 13) Be neatly dressed in a washable dress or slacks, preferably a uniform. Wear a hairnet while performing the duties of school lunch cook, as well as substantial footwear.
- 14) Fulfills the required 200 day working term and accounts for in-service day.
- 15) Maintains positive work habits.
- 16) Performs duties efficiently and productively
- 17) Maintains and/or upgrades skills.
- 18) Performs other tasks required in the preparation and serving of food and in the general operation of food service.

Qualifications:

- High School Graduate or GED
- Must pass the state mandated test for Cooks
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position

Salary:

Based on Wirt County Salary Scale, job classification and years of service

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.