

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

Position: Cook

Evaluated by: Principal/Assistant Principal

Job Description: The Cook is responsible for assisting with the successful implementation of the nutrition program at the school.

Qualifications: Holds a high school diploma or TASC.
Holds "Cook" classification.

Length of Employment: 200 Days

Responsibilities: The Cook shall have the following responsibilities and duties:

1. To assist in the preparation of all meals.
2. To serve meals.
3. To assist in the cleaning of the kitchen, dishes, equipment and dining area.
4. To follow the prepared work schedule.
5. To assist the head cook in the completion of reports, inventories, and orders.
6. To perform other duties as assigned by the principal and/or assistant principal.
7. To implement all established health and sanitation regulations.

Work Habits: The Cook shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

Position: Cafeteria Manager

Evaluated by: Building Principal/Assistant Principal

Job Description: The Cafeteria Manager is responsible for the successful implementation of the nutrition program at the school.

Qualifications: Holds a high school diploma or TASC.
Holds "Cook" classification.

Length of Employment: 200 Days

Responsibilities: The Cafeteria Manager shall have the following responsibilities and duties:

1. To order and stock food and related supplies.
2. To maintain inventory control of supplies to comply with county menus.
3. To maintain all necessary records and requests to facilitate the operation of the nutrition program.
4. To prepare and serve meals.
5. To schedule the responsibilities and duties of the other cooks in an equitable manner.
6. To complete and submit all requested reports and records in an accurate and timely fashion.
7. To follow the prepared work schedule.
8. To assist with the cleaning of the kitchen, dishes, equipment and dining area.
9. To perform other duties as assigned by the principal and/or assistant principal.
10. To implement all established health and sanitation regulations.

Work Habits: The Cafeteria Manager shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.