

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Day-to-Day Substitute 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.

**Minimum Physical requirements:**

1. **Able to lift containers, cases, etc., which weigh up to 10 lbs. on a daily basis and 10-20 lbs. frequently, and 20-50 lbs. occasionally with assistance.**
2. **Ability to work in unusual or extreme elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.**
3. **Ability to stand or walk for more than 6 hours per day.**
4. **Ability to work from step stools or ladders.**
5. **Physical demands include stooping and crouching.**

**Length of Employment:** Day-to-Day Substitute as needed

**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.

Pay Grade: A