

## SUMMERS COUNTY SCHOOLS

116 Main Street  
Hinton WV 25951

(Please Post)

**Revised Posting**

**TO: All Interested Persons**  
**FROM: Kimberly Rodes, Superintendent**  
**SUBJECT: Notice of Service Personnel Vacancy**  
**DATE: March 1, 2018**

The Summers County Board of Education has a vacancy for a **Long Term Substitute for Cook II at Hinton Area Elementary** for the remainder of the 2017-18 school year and is now accepting applications for this position.

**POSITION:** Long Term Substitute for Cook II at Hinton Area Elementary

**QUALIFICATIONS:** High School Graduate or equivalent.  
Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4  
Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.  
Pass competency test pursuant to WV Code 18A-4-8e

**SALARY:** State Scale

**TERM:** Remainder of the 2017-2018 school term – February 18, 2019

**Date to Assume Duty:** Remainder of the 2017-2018 school term.

**APPLICATION PROCEDURE:**

**Posting extended to March 14, 2018 due to a snow day.**

Must submit application to:  
Kimberly Rodes, Superintendent  
Summers County Schools  
116 Main Street  
Hinton WV 25951 466-6000

### DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton, WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215)596-6795.

**POSITION: Cook I ,II, III or Cafeteria Manager**

RESPONSIBLE TO: Principal, Assistant Principal

**PERFORMANCE RESPONSIBILITIES:**

Performs the following duties according to classification:

- A. Cook I
  - 1. Helps prepare and serve meals, wash all cooking and serving utensils.
  - 2. Cleans work areas and equipment.
  - 3. Attends Food Handler's School and required inservice training sessions.
- B. Cook II
  - 1. Perform duties of Cook I.
  - 2. Interprets menus
  - 3. Prepares and serves meals.
- C. Cook III
  - 1. Perform duties of Cook I and II
  - 2. Maintains accurate records as required by federal, state and county policies and regulations
  - 3. Keeps inventory of feeds and other supplies
  - 4. Keeps point of service tallies
  - 5. Orders foods and supplies according to county, state and federal policies and regulations
  - 6. Follow the HACCP-Based Standard Operating Procedures.
- D. Cafeteria Manager
  - 1. Perform duties of Cook I,II and III, as needed.
  - 2. Assign duties to cooks
  - 3. Approve requisitions for supplies and repairs.
  - 4. Keep inventories.
  - 5. Inspect areas to maintain high standards of sanitation.
  - 6. Prepare financial reports.
  - 7. Keep records pertinent to food service.

Maintain positive work habits.

Performs duties efficiently and productively.

Maintain and/or upgrade skills.

Performs any and all other job related duties as assigned by the Assistant Principal, Principal, Director of Child Nutrition and/or Superintendent.

**TERMS OF EMPLOYMENT:** State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

**EVALUATION:** Evaluated by Principal or Assistant Principal.