



Mountaineer Challenge Academy

COOK

POSITION DESCRIPTION

WVMA MCA Dietary Assistant
MCA Cook

#6057
MA-2

NATURE AND SCOPE OF WORK

Under the general supervision of the Dining Facility Supervisor, performs skilled work in the preparation and/or service of food for the residents of the Mountaineer Challenge Academy, a state program. The Academy serves up to 200 youth, 16 – 18 years of age, in a 5 ½ month, 24-hour residential program, with one-year follow-on support program in the youth's home community. This position requires a practical knowledge of food service operations including preparing and cooking, storeroom and storage procedures, kitchen and dining room functions, meat and bakery operations, and sanitation / cleaning procedures. This position is shift work, requires limited travel, and is subject to on call status. Performs related work and all other duties as assigned.

EXAMPLES OF WORK

1. Prepare salad bar foods.
2. Prepare baked food items.
3. Prepare meat items using a variety of methods: bake, roast, broil, fry, etc.
4. Prepare main dishes, entrees, soups, stews, vegetables, etc. as indicated on the menu.
5. Serves food to diners.
6. Assembles trays for diners when needed.
7. Washes and cleans dishes, pans, and equipment used in the preparation of food.
8. Cleans the dining room thoroughly including floors, tables, etc
9. Maintains the kitchen and food storage areas.
10. Maintain and monitor refrigeration and freezer inventory.
11. Stocks shelves and manage dry and canned items.
12. Assists in inventory documentation of consumables and other items.
13. Disposes of trash.
14. Properly manages confidential and sensitive information.

DUTIES AND RESPONSIBILITIES

1. Follow the scheduled meal menu.
2. Prepare all food items associated with the meals in a prompt and timely fashion.
3. Prepare and maintain all documentation required for the Child Nutrition Program.
4. Keep the dining room in a clean, ready-to-use condition.
5. Keep the kitchen and food surfaces in a clean, sanitary condition.
6. Maintain daily records.
7. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
8. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
9. Must Travel and attend off-site training.
10. Must have a valid driver's license, pass a criminal background check and pass drug screenings.

KNOWLEDGE, SKILL, AND ABILITY

1. Knowledge of proper food handling, storage and preparation rules.
2. Knowledge of equipment used in the preparation and service of food.

3. Knowledge of the Child Nutrition Program.
4. Knowledge of proper temperature controls for all foods during holding, transport, reheating and serving.
5. Knowledge of cleaning and sanitation requirements: sweeping and mopping floors, washing tables, equipment, walls and ceilings, washing dishes, pots, pans, glasses and silverware.
6. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable information.
7. Skill in peeling, cutting and assembling food items.
8. Skill to measure and weigh ingredients.
9. Skill to portion and serve food and drinks.
10. Ability to walk, stoop, reach, bend, push, pull and stand for extended periods of time.
11. Ability to read, write and perform basic arithmetic.
12. Ability to complete food production worksheets.
13. Ability to follow written and oral instruction.

MINIMUM QUALIFICATIONS AND TRAINING

High School diploma or GED

And

One year of institutional or retail cooking experience

SPECIAL REQUIREMENTS

1. Applicant must furnish an approved food handler's certificate within seven days after appointment.
2. As a condition of employment, MCA Dining employees are required to purchase and maintain uniform items (scrub style shirts with pockets and khaki pants) which must be worn during work hours.
3. Position is contingent upon receipt of continued Department of Defense funding.
4. This position falls under the West Virginia Public Employees Retirement System (PERS).
5. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
6. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.