



Center Cook Job Description

Job Title:	Center Cook	Location:	Center
Department:	Head Start	Reports To:	Supervisor
Division:	Central Office	Pay Grade:	
FLSA Status:	Non-Exempt		

SUMMARY

In conjunction with the North Idaho College Head Start mission, Five-Year Goals and in compliance with all local, state and federal regulations the Cook prepares healthy meals for young children ages 3 to 5 years old; and provides nutritional education for children, families, and staff.

Position Description

This list includes, but is not limited to the following:

- Maintain a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
- Prepare and serve food family style with sanitation best practice methods, per requirements of the "Child and Adult Care Food Program" (CACFP) and with consideration given to early childhood development best practices.
- Use standardized monthly menus for meals to prepare breakfast, lunch and snack meals each class day in accordance with center model and needs.
- Shop for and purchase food and supplies for meals weekly through local or commercial vendors using purchase orders. Purchase using the best cost options to maximize the food budget.
- Shop for and purchase food and supplies for snacks related behavior supports and non-CACFP nutrition education activities.
- Maintain budget, inventory, and complete monthly nutrition reports, as required by the Child and Adult Care Feeding Program (CACFP).
- Review and plan for special diets and food allergies with parents, appropriate staff and CACFP consultant.
- Clean all serving utensils, dishes, serving bowls, kitchen equipment, appliances, storage areas, and ensure areas are sanitized using the most current practices.
- Work cooperatively with the education staff in assisting to implement Non-CACFP nutrition education using the current curricula, through food preparation activities involving children as scheduled per center.
- Maintain current food handler's card.
- Participate in meal service at least once annually to evaluate meal service, model appropriate eating behavior and appropriate conversation.
- Serve as a mentor to new employees, apprentices, volunteers and staff.
- Participate in internal and external committees, including but not limited to, planning and/or operations committees and task forces as directed by the program Director.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families.
- Perform other duties as assigned by supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Participate as part of the center team to ensure efficient center operations

REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

Education

Level I: High School Diploma or GED

Experience

One-year experience in food preparation for large groups, with preference given to Head Start experience.

Knowledge, Skills and Abilities

- The ability to work with families and children from diverse ethnic, cultural and linguistic backgrounds
- Strong customer service and interpersonal skills.
- Working knowledge of commonly used computer software programs including data collection systems
- Demonstrate professional ethics and confidentiality. Represent the Head Start program in the community and with other professionals, positively and with professionalism.

Licenses, Registrations and Certifications

- Maintain Idaho Food Handlers Card.
- Maintain current Infant/Child & Adult CPR and First Aid.
- Complete the Hepatitis A vaccination.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work

Work Environment

- Work in a variety of environments including kitchen, shared office space and classrooms.
- While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to walk; use fingers and hands to keyboard or type, and to handle materials; reach with hands and/or arms; climb or balance and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

I, _____ have read this job description and understand its contents.
(print your name here)

Employee's Signature

Date