



JOB DESCRIPTION

COOK

Under the supervision of the Site Supervisor, the Cook shall be responsible to:

1. Manage the kitchen and meal service for the assigned Head Start center.
2. Prepare appetizing and appealing meals in appropriate amounts for children utilizing standardized recipes.
3. Establish and maintain a safe and sanitary work environment in the kitchen and dining area.
4. Plan food purchases within confines of the budget; place orders with appropriate providers and central office for food and supplies, and shop at local grocery stores as needed.
5. Receive and check-in food deliveries; review, sign, and date invoices; store items properly.
6. Assist in planning the menus within Federal and CCFP guidelines in cooperation with the transportation & food services coordinator, teachers, and parents.
7. Responsible for ensuring menus are duplicated for parents and posted at the center.
8. Head a Nutrition Committee with center staff and parents that is to meet at least 3 times per year.
9. Maintain accurate required documents and records. Compile and submit monthly food reports; take monthly food inventory; yearly equipment inventory.
10. Assist in the planning and implementation of Nutrition Education activities, in cooperation with the teaching staff, and participate as needed with the children.
11. Work in cooperation with the teaching staff in facilitating mealtime procedures; eat lunch with children daily.
12. Coordinate other staff, volunteers, and children when working in meal preparation and service.
13. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
14. Attend and participate in all inservice training and other meetings as required.
15. Transport food from one site to another, when required.
16. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- High school graduate or equivalent
- Minimum of one (1) year paid quantity cooking experience (school setting preferred).

Knowledge and Abilities: Knowledge of basic nutrition. Ability to effectively speak, read and write English and to do simple arithmetic. Ability to work independently, yet be a flexible team member. Ability to exercise sound judgment and initiative. Ability to work effectively with children and parents. Sensitivity to cultural beliefs and practices.

Physical Abilities: Ability to effectively use hands and fingers in the grasping of kitchen equipment and moving of items weighing up to 25lbs. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, and hot and cold surfaces. Requires coordination and dexterity in handling kitchen equipment and preparing food. Good vision and hearing ability essential in ensuring kitchen safety.

License or Other Requirements: Possession of a valid California driver's license and access to an automobile with appropriate insurance coverage. Must submit to a job pertinent agency paid physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background check mentioned above. Periodic physical examinations and annual TB clearances will be required if hired. Mandated reporter.