

SENCA HEAD START COOK JOB DESCRIPTION

POSITION:	COOK AIDE
DEPARTMENT:	HEAD START
IMMEDIATE SUPERVISOR:	NUTRITION COORDINATOR
EMPLOYEES SUPERVISED:	VOLUNTEERS
CLASSIFICATION:	PART TIME
WAGE RANGE:	GRADE 1
EMPLOYEE STATUS:	NONEXEMPT

JOB SUMMARY: The cook aide is responsible for assisting the cook with the preparation of meals for children enrolled in the Head Start program using established guidelines and procedures to better meet their nutritional needs.

MAJOR DUTIES:

1. Assist with purchases and secure proper storage for raw materials and supplies for meal preparation, according to prepared menus and meal plans.
2. Help with the preparation of meals and/or snacks according to menu and Child and Adult Care Food Program requirements.
3. Follows and adheres to safe food handling and sanitation standards according to program requirements and procedures.
4. Maintains a clean, safe environment in the kitchen and food storage areas at all times.
5. Maintains equipment and kitchen facilities and reports to the Center Supervisor any necessary repairs or equipment needs in a timely manner, advising of any safety concerns
6. Drive assigned vehicle and deliver meals to full-day program on a daily basis.
7. Performs any other duties assigned by the Center Supervisor in keeping with the efficiency and effectiveness of the Head Start program.

JOB DESCRIPTION HEAD START COOK CONTINUED:

MINIMUM QUALIFICATIONS:

License or Degree: None

Education / Knowledge: Knowledge of standard cooking terms, measures, and procedures helpful.

Minimum Age: 18

Drivers License: Valid driver's license and acceptable driving record is required.

Experience: Previous paid or volunteer experience in food preparation and food service for groups (20 or more) preferred.

Other Requirements:

1. Be able to travel on agency business and attend out of area training meetings and /or conferences as required.
2. Maintains confidentiality of information as required by SENCA personnel policies and/or state and federal regulations.
3. Must have the ability to empathize with program participants.
4. Maintains ones self at all times so as not to bring discredit upon themselves or the agency.

Skills and Ability:

Able to communicate, comprehend, and understand communication.*

Able to perform simple mathematical equations related to measure and conversion.*

Able to understand and follow directions for food preparation/recipes.*

Able to lift weights up to 30 pounds occasionally.*

Able to interact effectively with co-workers and parents.*

Able to work with others using a team model and to follow basic teamwork principles.

* Necessary at time of hire.

POSITION DESCRIPTION APPROVAL: HEAD START COOK

APPROVALS:

Chairperson, Head Start Policy Council

Agency Executive Director

Agency Equal Opportunity Officer

I have read, understand, and received a copy of the above job description and agree to perform the duties contained herein and further agree to abide by all other sections of the above job description.

Employee's Signature

Date