



Job Description COOK

Exempt: No

SUPERVISOR: Food Services Supervisor

HOURS: Varies with assignment; 10 or 11 months/year

Policy Council Approved Date: 6/29/2017

SALARY LEVEL: Refer to current salary chart

LOCATION: Head Start Kitchen

APPROVED BY: HR Manager

SUMMARY OF THIS POSITION: With supervision and guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies, prepares meals and snacks and maintains kitchen in a clean, sanitary and safe manner. Carries out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- With supervision, prepare meals and snacks to meet standards set by the Child Care Food Program; Head Start Performance Guidelines; U.S. Dietary Guidelines and Public Health Laws.
- Assists with preparing and distributing food projects.
- Maintain personal dress in accordance with health regulations, such as hair contained by hairnet or acceptable hair covering, approved by the Food Services Supervisor.
- Washes and maintains dishes, utensils, and equipment in a safe and sanitary manner.
- Keep kitchen clean, safe and sanitary, as required by Public Health regulations.
- Assist in completing inventories, upon request.
- Participates in the preparation of special diets.
- Assume responsibility for specific assignments, as required by the Food Services Supervisor or Health Services Manager, including transporting food from the central kitchen to centers, on an as needed basis.
- Attends and participates in staff trainings and workshops as required.
- Maintains warm, friendly and professional working relationships with children, parents, coworkers and community.
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort.
- Other relevant duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, CERTIFICATES, AND/OR EXPERIENCE:

- 1 year experience in cooking for large quantity food preparation.
- Must have a valid California Driver's License and a properly insured vehicle.
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, must be up to date on immunizations and have a current (within one year) TB clearance and Health Screening Report.
- California Food Handlers Certificate, or must complete certification process within 30 days of hire.

KNOWLEDGE AND SKILLS:

- Ability to read and to read and write simple correspondence in English, comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to compute ingredients in recipes and adjust amounts as necessary.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- ability to solve practical problems and deal with a variety of situations with good judgment
- Dependable, shows initiative, capable of performing work with minimal supervision and able to work independently and as a team member

DESIRABLE CHARACTERISTICS:

- Adaptable to a variety of situations with changing demands and stresses.
- Interested in nutrition and willing to learn and be trained in food service management.
- Committed to continual growth and development.
- Shows an interest in children and parents and their health needs.
- Prior experience with Head Start or a preschool program.
- Knowledge of and sensitivity to minority groups and persons of low-income.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Physical activities include: standing at counters, stoves and sinks; lifting containers and supplies; reaching for supplies, using ladder or step stool, operating kitchen equipment such as mixers, choppers, and dishwasher.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderately noisy and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____