

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

## Job Description

**POSITION TITLE:** Cook

**DEPARTMENT:** Human Investment

**POSITION REPORTS TO:** Center Manager

**FTE:** 50% - 100%

**POSITION DURATION:** as funds permit

**WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0-1

**APPROVED BY:** Policy Council

**APPROVAL DATE:**

### POSITION SUMMARY:

The cook is responsible for providing a nutritious breakfast, lunch and snack for children, complying with all required standards. The cook will interact with children by assisting with cooking projects and mealtime experiences. The cook will be responsible for the daily cleaning of all the meal preparation equipment and kitchen area.

### QUALIFICATIONS:

1. Must have two year experience cooking for groups of 25 or more.
2. Must have knowledge of nutritional needs for preschool children, CACFP guidelines for preschool children and be able to follow program menus and recipes.
3. Must have current pediatric and adult First Aid and CPR cards.
4. Must have current food handler's card.
5. Must have basic working computer skills and knowledge.
6. Must have dependable transportation and/or valid driver's license and auto insurance.
7. Evidence of ability to work in a cooperative team manner, to follow directions and program policies.
8. High school diploma or equivalent or at the recommendation of interview team with approval of Policy Council and Director.

9. Must be on the Central Background Registry and pass a pre-employment drug screening.
10. Bilingual skills preferred.
11. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
12. Must be willing and available to work flexible hours.
13. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
14. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
15. Ability to occasionally lift up to 50 lbs.
16. Ability to work with low income and/or special needs families, including families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Purchase and prepare food in compliance with Head Start Performance Standards, USDA guidelines and according to program cycle menus and recipes.
2. Must maintain program and client confidentiality policies.
3. Post monthly menus, add changes to assure compliance with SDA/CFCAP standards.
4. Must maintain a working knowledge of program plans, policies and Performance Standards.
5. Responsible for keeping USDA records and all other necessary recordkeeping.
6. Must follow all health and sanitation guidelines.
7. Purchase food as required following recipes, food buying guide, and staying within budgetary guidelines, and keeping accurate records.

8. Keep food preparation and storage area clean at all times.
9. Maintain inventory of all food preparation supplies and kitchen supplies.
10. Coordinate cooking and nutrition activities with teacher.
11. Interact with children, and observe eating habits.
12. Submit appropriate records and reports to Center Manager.
13. Responsible for keeping all cleaning supplies and poisons in a locked cupboard at all times.
14. Maintain an accurate list of children with food allergies and foods that are substitute due to allergies or parent's preferences as documented in child's file. Prepare substitute foods according to health professional's guidance or equal in nutrition. Serve substitute foods at the same time as all children's meals.
15. Prepares substitute foods to meet religious and dietary needs.
16. Supervise kitchen volunteers and prep cooks in all areas of food preparation, service and clean up as needed and specific to each center.
17. Provide training as needed in nutritional services, meal preparation, food purchasing and record keeping when requested.
18. Contribute to the operation of the program and center by attending and participating in center and program staff meetings; and sharing information gained through attendance at required trainings and workshops.
19. Assist in the evaluation and planning of program plans.
20. Other duties as assigned.

Number of Hours per Week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_