Head Start & Early Learning Programs
Job Description

Position: Cook
Hours Per Week: Varies
Supervisor: Cook Coordinator
Status: Non-Exempt
Location: Varies
Supervise: N/A

Job Summary:
Prepare and serve meals and snacks to children and teaching staff in center based sites. Prepare meals for special events such as parent meetings and policy council. Maintain a high standard of sanitation, cleanliness, and safety in the preparation, handling, and storage of food, as well in equipment and storage areas.

Education, Experience and Qualifications:
High School Diploma or GED and 1 year cooking experience in a food service setting, valid ServSafe Certification and Allergen Awareness training.

Essential Requirements and Responsibilities:
- Prepare all meals and snacks in accordance with program policies, state and federal regulations.
- Follow menu and recipes as planned. When changes need to be made to the menu, consults in advance with Cook Coordinator or Nutrition Specialist.
- In collaboration with the Nutrition Specialist, adheres to diet modifications and allergy action plans in accordance with documented requirements.
- Complete daily production logs and other paperwork required by the program.
- Order food and supplies necessary for production and sanitation.
- Load and unload food for delivery.
- Conduct regular inspections of kitchen and storage areas, ensuring a high level of sanitation, safety, and cleanliness.
- Assist in the training of kitchen assistants and substitute kitchen personnel.
- Attend all program trainings and meetings.
- Must be able to travel to all program sites.
- Maintain ServSafe Certification and Allergen Awareness Training.
- Must display cultural competence and be sensitive to the needs of families with lower incomes.
- Adhere to agency code of conduct policy.
- Maintain good in-house relationships with all other staff members.
- The above list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency.

Physical Demands and Work Environment:
The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to stand for long periods of time, walk, talk, use a keyboard and climb stairs. The employee must be able to lift 50 plus pounds. The employee must have the ability to drive a personal vehicle and program vehicles, as
needed. The noise and activity level in the kitchen may be moderately high. There is occasional exposure to outdoor weather.

**AA/EOE/ADA**

Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (CORI), Department of Children and Families (DCF) background check, a Sex Offender Registry (SORI), and -based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verifications of MMRs and TB. Documentation of subsequent physical exams must be submitted every 2 years. Must have evidence of a good driving record and ability to be covered under Community Action's non-owned and hired vehicle policy.

________________________________________________
EMPLOYEE NAME (PRINT)

________________________________________________
EMPLOYEE SIGNATURE

________________________________________________
DATE

Revised 5/2020