

CMCA JOB DESCRIPTION

Title: Cook

Job Summary: The cook is responsible for purchasing food for and preparing the meals on the Head Start menu; enforcing and maintaining State and Head Start sanitary standards; and keeping accurate and up-to-date records.

Work Station and Assigned Area: Head Start site

Supervises: None

Supervised By: Team Leader/CFDA or Team Leader (II).

Major Duties and Responsibilities:

1. Prepare and serve meals according to Head Start and CACFP guidelines: approved menu, family style service, appropriate portions
2. Requisition and purchase food supplies to assure quality and cost control (and transport to site, if appropriate).
3. Accurately completes and maintains required paperwork.
4. Ensures all licensing regulations are achieved.
5. Ensures safety and sanitation practices in the kitchen.
6. Keep records of children with special dietary needs and works with the Administrative Assistant-Nutrition to alter menu accordingly.
7. Implement family style service.
8. Assist education staff in developing and carrying out nutrition activities.
9. Maintain an inventory of kitchen equipment, food stock and kitchen supplies.
10. Follow the Missouri State Sanitation Guide and relevant Head Start Performance Standards.
11. Train and supervise volunteers for work in the kitchen
12. Complete and maintain accurate, CACFP-compliant records
13. Maintain the confidentiality of information on each child and family.
14. Obtain any required certifications or training
15. Participate in required program meetings and trainings.
16. Know and comply with agency policies and procedures.
17. Follow-through on suggestions/recommendations of Team Leader and Specialists/Administrators.
18. Build and maintain strong relationships and open communication with families
19. Recruit participants for the Early Childhood Program in accordance with the annual ERSEA plan.
20. Support the design and implementation of program self-assessment.

21. Perform other duties as assigned

Knowledge, Skills, and Abilities:

1. Ability to lift 50 pounds on a regular basis.
2. Ability to meet the physical demands of working in a commercial kitchen.
3. Knowledge of the Head Start Performance Standards.
4. Ability to relate positively to children, staff and low-income parents.
5. Knowledge of basic nutrition.
6. Ability to attend work site regularly and to perform job duties and responsibilities.
7. Ability to manage time effectively.
8. Knowledge of meal planning, food preparation and food storage.
9. Skilled in practicing safe and sanitary food service procedures.
10. Maintain the confidentiality of information on each child and family in the Head Start program.
11. Ability to be receptive to training and supervision.

Qualifications Required:

1. Must have high school diploma or GED.
2. Must be able to read, write, do simple math, and follow written instructions.
3. One year experience in food preparation in a commercial setting.
4. Must have a valid Missouri driver's license and daily access to a reliable and licensed automobile.
5. Residence in county of assigned Head Start center is preferred.
6. Submit current physical examination and TB test results within ten days of hire and annually thereafter.
7. Obtain appropriate certifications for preparation and handling food.
8. Must pass the Missouri Department of Health Family Care Safety Screen prior to hire.

Salary Range: III Non-Exempt

EQUAL OPPORTUNITY EMPLOYER

	Initials	Date
Executive Director		

Employee Signature

Date