

JOB DESCRIPTION

Cook

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| 1. Little Dixie C.A.A. | 2. Program: HS/EHS/EHS-CC |
| 3. Reports To: Head Start Teacher or
EHS/EHS-CC Center Director | 4. Title: Cook |
| 5. Grade: 1 | 6. Date: August 14, 2015 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Head Start/Early Head Start/Early Head Start-Child Care (HS/EHS/EHS-CC) Cook is responsible for the purchase, preparation, cooking and serving of food, inspection, cleaning and maintenance of the kitchen and/or dining area and the completion of required paperwork.

PHYSICAL AND MENTAL REQUIREMENTS:

Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Detail and multi-task orientation with a strong desire to succeed. Must be able to cope well with stress. Must communicate effectively and be functionally literate in English.

Basic cooking skills plus experience in food service and volume meal preparation is beneficial. Must be able to read and follow a recipe and a cycle menu.

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

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in a 6-8 hour day. Perform repetitive motion duties such as sweeping, mopping, washing dishes, stirring food, wiping tables, and other cleaning duties.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, kitchen and classroom environment. Floors may be vinyl tile or carpeted. May come into contact with childhood diseases and blood on occasion.

DUTIES AND RESPONSIBILITIES:

1. Plan, formulate, coordinate and implement appropriate kitchen management systems in accordance with USDA, Health Department, Fire Marshall, Department of Human Services, OK Department of Education Child and Adult Care Food Program (CACFP) and Head Start Performance Standards.

2. **Implements the cycle menu in accordance with Little Dixie Head Start/Early Head Start policies, procedures, and established practices; budget requirements; Head Start Performance Standards, and the guidelines established by the Child and Adult Care Food Program.**
3. **Review menus for needed supplies and purchase, inventory, and properly store food. Purchases food needed for meals and snacks served on site and for field trips**
4. **Maintain all required CACFP paperwork. Paperwork includes menu production records, monthly adjustment sheets, food transport records, inventories, cycle menus, meal count worksheets, freezer logs and food purchase receipts. Compile monthly reports accurately. Turn in all monthly CACFP documentation on time.**
5. **Post and maintains all required CACFP public notices.**
6. **Refer child nutrition concerns to appropriate agency staff member.**
7. **Clean and maintain kitchen, food service utensils, equipment, and food storage areas to standards mandated by Oklahoma Department of Social Services Community Care Licensing, the Health Department, and best practices with regards to food safety and sanitation.**
8. **Smoking will not be allowed on Head Start property. No vulgar language is allowed. Cell phone use will be limited to emergency use only.**
9. **Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.**
10. **Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.**
11. **Provide all information requested for program documentation in a timely manner.**
12. **Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.**
13. **Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.**
14. **Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.**
15. **Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.**
16. **Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of HS/EHS/EHS-CC and Little Dixie Community Action Agency, Inc.**
17. **The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time**
18. **Assist in classroom as time permits.**
19. **Maintaining confidentiality in regards to staff and family information.**

SUPERVISORY RELATIONSHIP:

The Head Start/Early Head Start/Early Head Start-CC Cook reports directly to the Teacher or EHS Center Director. Performs direct supervision of the Assistant Cook.

EDUCATIONAL QUALIFICATIONS

1. High School Diploma or GED.
2. Must have reliable transportation, valid driver's license and auto insurance.
3. Knowledge of proper food storage, preparation and cooking, recipe usage, standard weights and measures, work place safety practices
4. Possess superior cleaning and organization skills
5. Basic math skills and use of calculator
6. Valid Food Handlers Card
7. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.

In lieu of education requirements, experience may be considered.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right

to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)