POSITION DESCRIPTION

TITLE: COOK

COMPONENT/DEPARTMENT: HEAD START / Single Unit

CLASSIFICATION: PART-TIME SEASONAL (36 HRS)

REPORTS TO: Nutritionist

DATE WRITTEN: MARCH 11, 1991 UPDATED 2020

POSITION SUMMARY

Provide the Head Start Center's daily nutritious meals and snacks and conduct nutrition education for Head Start children and families.

RESPONSIBILITIES

1. Work with Head Start Staff in providing scheduled meals and snacks in accordance with the USDA Child and Adult Care Food Program.

2. Encourage parent engagement by creating a welcoming environment and role modeling sanitation and healthy eating habits.

3. Maintain a clean, organized and sanitary food service area in accordance with State and Local Regulations by following the food service and sanitation guidelines.

4. Provide for, plan and/or supervise small group learning activities and also parent activities in nutrition.

5. Ensure that the activities of this position are consistent with the mission, vision and values of the WCA Head Start performance standards, policies and procedures.

6. Assist staff and parents in planning field trips and special events when meals are needed.

7. Plan, prepare and serve nutritionally balanced meals and snacks for children, staff, and volunteers in accordance to Head Start Standards and the USDA Child and Adult Care Food Program.
8. Follow approved menu plans and adjust menus if needed with the approval of the Nutrition Consultant.

9. Compare prices and stay within allotted food budget while shopping on a weekly basis.

10. Order and pick up food and nutrition related supplies

11. Minimize waste by monitoring consumption.

12. Maintain records required for Food Service Management and submit copies to Central Office.

13. Participate in weekly staff meetings and read all pertinent information through weekly newsletters and/or email.

14. Participate in training as deemed necessary by supervisor and nutritionist.

15. Maintain compliance with confidentiality policies and HIPPA regulations, in regard to accessing protected information. Employee access to protected information is on a need to know basis.

16. Carry out supplementary responsibilities related to the program and all other duties as assigned by a Supervisor.

EDUCATION, EXPERIENCE AND/OR SKILLS

1. Resident of Target or Center Area preferred.

2. High School Diploma or equivalent is preferred.

3. Some previous experience or background in food preparation/nutrition is desirable.

4. Familiarity or involvement with Head Start Program is helpful.

5. Valid Pa. Driver’s License and insurance as mandated by the agency.

6. Act 33 and 34 clearances.

7. Must be able to transport groceries as needed.

8. Basic Computer Skills.
* REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL
FUNCTIONS OF THE POSITION OF COOK/FOOD MANAGER.

**Physical requirements** - Push/pull, lift/move up to 50 pounds.

**Manual dexterity** - Perform moderately difficult manipulation -
cutting, peeling foods.

**Coordination** - Perform tasks which require foot and/or hand/eye
coordination - driving a car.

**Mobility** - Walk, stand, sit for prolonged periods of time, drive.

**Speech** - Articulate with extreme accuracy - employee/client
relations, phone contact.

**Vision** - Read small print, drive a car.

**Hearing** - Receive verbal instructions, communicate with
employees.

**Concentration** - Able to concentrate on moderate detail with some
interruption.

**Attention span** - Able to attend to task function for more that
60 minutes.

**Conceptualization** - Able to understand and relate to theories
behind several related concepts.

**Memory** - Able to remember multiple verbal and written task-
assignments given at beginning of a period extending over long period of time.

**Environment Conditions** - Indoor/outdoor work

SIGNATURE ___________________________ DATE ___________________________