

JOB DESCRIPTION

COOK

Under the supervision of the assigned site supervisor, the cook shall be responsible to:

1. Manage the kitchen and meal service for the assigned Head Start center.
2. \*Train, supervise, and conduct timely performance reviews of the assigned assistant cook. Conduct positive progressive intervention as needed and prepare timely related documentation.
3. Prepare appetizing and appealing meals in appropriate amounts for children utilizing standardized recipes.
4. Establish and maintain a safe and sanitary work environment in the kitchen and dining area.
5. Plan food purchases within the limits of the budget; place orders with appropriate vendors and central office for food and supplies, and shop at local grocery stores as needed.
6. Receive and check-in food deliveries; review, sign, and date invoices; and store items properly.
7. Assist in planning the menus within Federal and CCFP guidelines in cooperation with the health and nutrition coordinators, nutrition services specialist, instructional staff, and parents.
8. Ensure menus are duplicated for parents and posted at the center.
9. Maintain accurate required documents and records. Compile and submit monthly food reports; take monthly food inventory; and take yearly equipment inventory.
10. In cooperation with the instructional staff, assist in the planning and implementation of nutrition education activities and participate as needed with the children.
11. Contribute to a healthy and successful nutrition program by working in cooperation with the instructional staff in facilitating mealtime procedures; may include eating center-prepared meals with the children.
12. Coordinate with staff, volunteers, and children when working in meal preparation and service.
13. Attend and participate in in-service training and other meetings as required.
14. Transport food from one site to another, when required.
15. Other duties as assigned.

# EMPLOYMENT STANDARDS

**Required Education and Experience**:

* High school graduate or equivalent.
* Minimum of one (1) year paid quantity cooking experience (school setting preferred).

**Knowledge and Abilities**: Knowledge of basic nutrition. Ability to effectively speak, read, and write English and do simple arithmetic. Ability to effectively supervise and provide leadership to assistant cooks. Ability to exhibit flexibility. Ability to exercise sound judgment and initiative. Ability to communicate and work effectively with children, parents, and other staff. Sensitivity to cultural beliefs and practices.

**Physical Abilities**: Ability to effectively use hands and fingers in the grasping of kitchen equipment and moving of items weighing up to 25 lbs. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, and hot and cold surfaces. Requires coordination and dexterity in handling kitchen equipment and preparing food. Good vision and hearing ability in ensuring kitchen safety.

**License or Other Requirements**:Must submit to a job-pertinent, agency-paid pre-employment physical examination, negative tuberculosis test, and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Mandated reporter. A current valid California Driver’s license and access to a dependable auto with minimum appropriate insurance coverage may be required if transporting food.

**\*Other**: A wage increase, or decrease may be instituted should a cook be assigned to supervise an assistant cook and vice versa.