

TMC
MIGRANT SEASONAL HEAD START PROGRAM
JOB DESCRIPTION

POSITION: Cook

GRADE: 03

LOCATION: Migrant Seasonal Head Start (MSHS) Center

REVISED: 5-10-13

SUPERVISED BY: Center Manager

CLASSIFICATION: Full-Time/Non-Exempt

POSITION(S) SUPERVISED: None

SALARY RANGE: Wage Scale available on TMC website or with Regional H.R. Manager

BENEFITS: Employee Benefits available on TMC website or with Regional H.R. Manager

ROLES AND RESPONSIBILITIES: Responsible for overseeing the overall food service operations including CCFP documentation of the MSHS program. Will obtain general knowledge of child development principles as they relate to nutrition and food preparation. Participate in all identified training requirements.

1. Ensures meals and snacks meet or exceed CCFP guidelines.
2. Responsible for preparing healthy meals and snacks for staff and children, using pre-approved cycle menus and standardized recipes.
3. Responsible for approved infant, toddler and preschool and special diet menu/modifications.
4. Participates in special diet staffing.
5. Ensures timely delivery of meals to classrooms.
6. Participates in family style meal service and/or nutrition activities as needed.
7. Maintains food service sanitation standards for the facility by following MACCP Federal, State and Local Sanitation requirements at all times.
8. Assists the Center Manager and other center staff in planning Field Trips and other special events.
9. Notifies Center staff and parents when there are menu substitutions.
10. Responsible for ordering and maintaining inventory for food and non-food used in the CCFP meal service that meets TMC purchasing procedures.
11. Monitors and ensures safe and efficient equipment functions and reports any malfunctions and unsafe work areas to Center Manager.
12. Reports and records any food transfers or food dispositions.
13. Ensures appropriate substitutions are made to maintain optimal inventory and eliminate food waste.
14. Responsible for taking inventory of kitchen supplies at beginning and at the end of program phase.
15. Assists in the training of the cook aides.
16. Prepares requisitions and purchase orders as needed for food and kitchen supplies.
17. Follows purchasing procedures for all CCFP related food.
18. Reviews Center's Food Expense Report with Center Manager and Regional Nutrition Coordinator.
19. Assists in monitoring and ensuring the safe and efficient use of equipment.
20. Assists in generating In-Kind.
21. Maintains current food handlers and/or food safety and sanitation certifications.
22. Participates in annual Community Assessment and Self-Assessment process.
23. Abides by the food service dress code in the kitchen area at all times.
24. Ensures that material safety data sheets are requested from vendors for all chemical utilized in the kitchen and maintains an MSDS binder in the work area.
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26. Cleans and sanitizes all kitchen equipment.
27. Responsible for health postings in the kitchen and maintains fully stocked first aid kit.
28. Maintains current allergy logs for children who have food allergies.
29. Abides to all safety work rules and actively participates in the Risk Management Program.

The above statements are not a complete list of all roles and responsibilities performed by employees in this job. Employee may perform other related roles and responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS/EDUCATION:

1. Experience in quantity food preparation.
2. Ability to operate food preparation equipment.
3. Must be able to communicate and work with parents and staff.
4. Must have basic math skills to complete required food service documentation.
5. Must obtain a food handlers certificate as required by state.

PREFERRED QUALIFICATIONS/EDUCATION:

1. High School Diploma/GED.
2. One (1) year experience planning and preparing quantity meals for schools, or other institutions.
3. Basic computer skills.
4. Bilingual in English and Spanish.
5. CCFP Experience.

OTHER (AFTER HIRE):

Must be certified in First Aid and CPR within 30 days of employment.
Must obtain food handlers certification prior to being placed in the kitchen.

CONDITIONS OF EMPLOYMENT:

Employment will require successful completion of a post-offer and pre-employment physical exam, TB test showing absence of Tuberculosis, pre-employment alcohol and drug screen, employment and personal reference check, a criminal background investigation check, and Policy Council approval. The corporation also requires a declaration statement from the prospective employee prior to employment which lists all pending and prior criminal arrests and charges related to child sexual abuse and their disposition, convictions related to other forms of child abuse and neglect, and all convictions of violent felonies. Employment is also subject to a 180-day introductory period to monitor employee performance. If hired, the prospective employee must present documentation at the time of hire to establish their identity and employment eligibility as required by Immigration and Naturalization Services. Employee must be able to travel, to operate a licensed motor vehicle, have access to a dependable motor vehicle and possess a valid state driver's license. **(This condition is required of the employee if the employee's duties and responsibilities of employment require operation of a motor vehicle during employment).** Employee must have and maintain a satisfactory driver's record. Employees working with children must be able to lift 40 lbs. and must be able to bend, stoop, and move swiftly.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.

POSITION APPROVED BY: _____ **APPROVED DATE:** _____
DIRECTOR OF CHILDREN AND FAMILIES

POSITION APPROVED BY: _____ **APPROVED DATE:** _____
VICE PRESIDENT OF HUMAN RESOURCES

POSITION APPROVED BY: _____ **APPROVED DATE:** _____
PRESIDENT & CEO

TMC IS AN EQUAL OPPORTUNITY EMPLOYER