

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Child Development Program
Job Description

Date: April 2013

Exposure Determination Category: 3

Salary Grade: 7-9

Chart: 1 Non- Exempt

Job Title: Cook

Reports to: Site Facilitator

Areas of Responsibility: Purchase food and prepare meals for HFRC children, staff and volunteers in accordance with Dept. of Health & Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and Child & Adult Care Food Program (CACFP). Maintain kitchen following the proper health and sanitation guidelines.

Major Duties:

1. Prepare and serve multiple forms of attractive and tasteful food, adapted to the varied physical development of the children in the center, that are ages birth to 5 years that meets requirements for creditable meals.
2. Keep an organized and hygienic kitchen and surrounding area in order to uphold required health and safety standards.
3. Arrange efficient, timely and sanitary delivery of food to childcare rooms.
4. Assure that dishes for all rooms are sanitized and available to staff prior to mealtimes so that they may work with the children to prepare tables for meals.
5. Maintain food service equipment in working condition. Report damages and loss of kitchen equipment and food to Nutrition Coordinator.
6. Shop locally and order through food distributors, purchasing foods in an economical manner.
7. Assure delivered food items are stored properly.
8. Maintain complete and accurate required paperwork.
9. Be a resource to teachers for food experience ideas with children and ways children can be involved in food preparation. Purchase food experience foods.
10. Communicate in a positive and proficient manner.
11. Involve parents in better understanding of nutrition and increase abilities in food preparation and serving, along with providing consumer information.
12. Supervises staff and volunteers working in the kitchen.
13. Participate and contribute to support a quality program through participation in team meetings, training and program assessment.
14. Maintain standards of confidentiality regarding program, children, families and staff.
15. Model positive regard for program in the community.
16. Perform other duties as assigned.

Working Conditions:

- Kitchen environment 85%, shopping for food/supply items 10% and meetings/trainings 5%
- May work some evenings and weekends for meetings or trainings

Physical Requirements:

- Must complete health physical upon entry to program and yearly physical.
- Must be able to lift 50 lbs.
- Must be able to operate and maintain kitchen equipment.
- Physically able to carry and lift food totes and groceries.
- Physically able to sit down at child's level at table.

Minimum Qualifications:

Grade: 7

1. Must be 21 years of age.
2. High school equivalency (GED).
3. Valid driver's license with good driving record and insured vehicle.
4. Two years' experience in management of food preparation.
5. Basic computer skills using Microsoft office.

Grade: 8

1. Meet the minimum requirements above;
2. Three years' experience in management of food preparation.

Grade: 9

1. Meet the minimum requirements above;
2. Specialized training.

Reviewed by Human Resource Director: _____
Signature Date

Reviewed by Program Director: _____
Signature Date