

**Job Announcement  
for  
Child & Family Development Programs  
In Columbia County**

POSITION: Temporary Prep Cook

HOURS: 37.5 hours per week

SALARY: \$8.74 per hour

**See Job Description Listed Below**

Position is open until filled.

Please send application and current resume to:

Child & Family Development Programs  
ATTN: Julie Catt  
PO BOX 239  
St. Helens, OR 97051

[jcatt@nwomheadstart.org](mailto:jcatt@nwomheadstart.org)

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

## Job Description

**POSITION TITLE:** Prep Cook **DEPARTMENT:** Human Investment

**POSITION REPORTS TO:** Center Manager **FTE:** 75% - 100%

**POSITION DURATION:** as funds permit **WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0 **APPROVED BY:** Policy Council  
**APPROVAL DATE:** 2/20/08

**APPROVED BY:** SDA  
**APPROVAL DATE:** 1/25/08

### POSITION SUMMARY:

The prep cook assists the cook in providing a nutritious breakfast/snack and lunch for all children in the building, complying with all required standards. S/he will interact with children by assisting with cooking projects and mealtime experiences. The prep cook will be assisting with the daily kitchen cleaning as assigned by the cook. Responsible for maintaining cleanliness to the Head Start center and grounds.

### QUALIFICATIONS:

1. High school diploma or equivalent or at the recommendations of the interview team with approval of Policy Council and the Director.
2. Prefer experience cooking for groups.
3. Must have knowledge of basic nutrition and meal planning.
4. Must have knowledge of basic cooking skills, be able to follow recipes, and assist with basic record keeping.
5. Must have current First Aid/CPR cards.
6. Must have dependable transportation and/or valid driver's license and auto insurance.
7. Must have current food handlers card.
8. Ability to work in a cooperative team manner and to follow directions and program policies.
9. Must be on the Oregon criminal history registry and pass a pre-

employment drug screening.

10. Ability to communicate effectively with children and adults in both verbal and written format.
11. Must be able to travel to out of town and overnight meetings and trainings.
12. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
13. Ability to occasionally lift up to 50 lbs.
14. Bilingual skills a plus.
15. Must be willing and available to work flexible hours.
16. Must comply with program confidentiality policies.
17. Must be able to work with families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the cook in preparation of food in compliance with Head Start Performance Standards, USDA guidelines and according to menus.
2. Assist the cook in keeping USDA records and all other necessary record keeping as requested.
3. Follow all health and sanitation guidelines.
4. Assist the cook in maintaining inventory of all food preparation and kitchen supplies.
5. Attend required meetings and trainings.
6. Interact with children, and observe their eating habits.
7. Keep all cleaning supplies and poisons in a locked cupboard at all times.
8. Perform other duties as assigned.
9. Assist with keeping kitchen area clean, organized and free of debris and litter.

10. Clean restrooms; mop/sanitize a minimum of once a week.
11. Sweep, mop and vacuum floors on the center's established schedule.
12. Wash cabinets, walls, cupboards and windows as needed.
13. Maintain grounds as requested.
14. Other duties as assigned by supervisor.
15. Work with all center staff to maintain the center in an organized and orderly condition at all times.
16. Must maintain program and client confidentiality policies.

Number of Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_