

POSITION DESCRIPTION

JOB TITLE:	COOK
REPORTS TO:	EARLY EDUCATION SUPERVISOR
PROGRAM:	HEAD START
DEPARTMENT/DIVISION:	CHILDREN'S SERVICES
WEEKS PER YEAR:	Varies according to site.
HOURS PER WEEK:	Varies according to site.
STATUS:	NON-EXEMPT, HOURLY
SALARY:	As per salary schedule.
FRINGE BENEFITS:	REGULAR EMPLOYEES ARE ELIGIBLE FOR FRINGE BENEFITS AS PROVIDED BY THE PERSONNEL POLICIES AND AS AMENDED BY THE BOARD OF DIRECTORS.

I. Job Summary

The Cook will be responsible for the overall operation of the kitchen. Job duties will include, but not be limited to, record keeping, ordering, cleaning, menu planning, food preparation and sanitation practices.

II. Duties and Responsibilities

The Cook will:

Accurately maintain all records as appropriate to food services including but not limited to food inventory, non-food inventory, and other food services related program expenses. Maintain standardized recipes, menus and cleaning records.

Order food supplies in a timely manner to meet menu needs, check invoices against delivered items and establish and use a food dating system.

Coordinate menu planning with daily classroom schedules, special activities, delivery of purchased food and availability of seasonal foods.

Be knowledgeable of planning menus based on the specified meal pattern requirements of the Child and Adult Care Food Program and the food needs of the children to be served. Record any food substitutions on all posted menus. Record special diets on menus as necessary, maintaining confidentiality at all times.

Be knowledgeable of correct food preparation procedures, including portion control and serving methods.

Be certified in “Serve Safe” or “Serving it Safe” practices.

Operate standard kitchen equipment and keep it in good working order.

Insure that foods are stored in a safe and sanitary manner, that the storage area is clean and organized and that the food preparation area is kept in a clean, safe and sanitary manner.

Adhere to all Indiana Department of Health regulations. Adhere to all regulations relating to nutrition and the Child and Adult Care Food Program.

Be able to calculate weekly or monthly food costs for planning menus as requested.

Periodically visit the classroom during mealtime and eat with the children to become familiar with acceptability of food and to promote good relationships with the children.

Become familiar with Head Start Performance Standards and all component written plans.

Communicate menus and other nutritional information to staff and parents and provide nutrition training as requested.

Assist with the recruitment of volunteers for the Head Start program. Train volunteers in all nutrition component procedures.

Participate in staff meetings, parent meetings, parent trainings and other meetings and parent activities as assigned.

Enhance professional growth and development by reading professional journals, taking continuing education classes, and when appropriate, classes that are job related.

Participate in all pre-service and in-service trainings as well as various other staff meetings as requested.

Assist with the recruitment of eligible children for the Head Start program.

Maintain confidentiality at all times.

Perform additional duties as deemed necessary by the Director of Children’s Services.

III. Accountability

The Cook is directly accountable to and supervised by the Early Education Supervisor.

IV. Requirements

The Cook is required to have a minimum of a high school diploma or G.E.D. Certification in nutrition or dietetics is preferred.

She/he must have good grammar skills and be able to write and speak the English language fluently.

He/she shall possess an interest in children and their families and be sensitive to their needs.

This position requires knowledge of modern food preparation and serving methods, as well as knowledge of menu requirements and basic inventory control.

The Cook must be physically able to manage stock ordered for use in food service and be able to lift up to 50 pounds.

Must possess a valid Indiana driver's license and have a reliable personal vehicle available for use in business related travel with a minimum of liability insurance.

Must be flexible and non-resistant to change.

Must be supportive of the mission of Hoosier Uplands Economic Development Corporation and the Children's Services Division of the agency.

I have reviewed and understand the job description.

Signature of Employee

Date