

POSITION DESCRIPTION

JOB TITLE:	COOK
REPORTS TO:	CENTER 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:	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 and will do specific tasks such as record keeping, ordering, cleaning, menu planning and food preparation as assigned accordingly.

II. Duties and Responsibilities

The Cook will:

Maintain all record keeping accurately in a required, organized system such as: food and non-food inventory, food related program expenses with signed bills, standardized recipes, menus and cleaning records.

Food bills are to be forwarded to the Director of Children's Services no later than the end of the first working day following the last day of the month.

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, parental input, special activities, delivery of purchased food and availability of seasonal foods.

Have special diets and allergy information posted in kitchen and on classroom food carts.

Be knowledgeable of planning menus based on the specified meal pattern requirements and food needs of the children to be served. Record any food substitutions on all posted menus. Record special diets on menus as necessary.

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

Operate standard kitchen equipment and keep in good working order.

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

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

Be knowledgeable of calculating weekly or monthly food costs for planning menus.

Periodically visit the classroom during mealtime and eat with the children when possible 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 and implement objectives and policies.

Send "Parent Menu Idea" form home quarterly and implement parent menu ideas into menus.

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

Send home monthly menus by last Thursday of preceding month.

Provide snack ideas to Early Head Start home visitors as requested.

Purchase approved food items for classroom food projects which will be used as part of the USDA reimbursable food service program.

Assist with the recruitment of volunteers for the Head Start program. Train volunteers as needed.

Participate in staff meetings, family 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.

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 Center Supervisor.

IV. Requirements

The Cook is required to have a minimum of a high school diploma or G.E.D.

Must have or obtain a Food Safety Handler Certification.

A good verbal facility and ability to read, write and speak the English language fluently is required.

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.

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 able to work effectively with others and be 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

(7/5/08)