

GREEN HILLS HEAD START PROGRAM

I. **JOB TITLE:** Cook

II. **JOB DESCRIPTION**

This is a non-professional position responsible for preparing breakfast and lunch and/or snack for Head Start children, staff and volunteer workers, for planning and conducting nutritional learning experiences, for purchasing food at a local grocery store for use in the center, for administering the storage of food and related equipment used in the center, for cleaning kitchen facilities, lunch room area, and equipment, and for adequate record keeping of such activities. **The cook is directly responsible to the Teacher of the local center.** Training and technical assistance is provided by the Health/Nutrition Coordinator.

III. **EXAMPLES OF WORK PERFORMED AND CONDITIONS**

- a. Prepares well-balanced, nutritious, appetizing meals daily by accurately following menus provided by the Health/Nutrition Coordinator, ensuring that meals are prepared on time and correct portions are served at the appropriate temperature.
- b. Observes good sanitation practices in all aspects of food preparation, food service and clean-up as required by the Missouri Division of Health. Specifically: Dishes are to be washed and disinfected properly, dishes must be air-dried, food items must be disposed of appropriately (food is never to leave the building in edible form), non-food items, such as coats and purses, are not to be in the kitchen area.
- c. Prepares an appropriate amount of food utilizing standards set by the Child/Adult Care Food Program. Children should have all they want to eat with very little left to be disposed of.
- d. Purchases food and related supplies as instructed by the Center Teacher and Health/Nutrition Coordinator and in accordance with CACFP regulations. Planning should be done to minimize extra trips to the grocery store.
- e. Insures that all food is prepared and stored properly and in accordance with all food safety and sanitation guidelines and regulations. Refrigerator/freezer temperatures must be taken daily and adjustments made as needed. Food temperatures must be taken at appropriate times and recorded as required.
- f. Responsible for cleaning kitchen facilities, utensils, and equipment as well as eating areas, including floors, tables, chairs, etc.
- g. Keeps records in a neat, accurate and orderly manner and submits daily meal counts and market orders to the Health/Nutrition Coordinator weekly.
- h. Plans and conducts learning experiences weekly which focus upon good nutrition for children, staff and parents. These food experiences are to be developmentally appropriate, varied in content and designed to promote self-help, fine motor, social, and cognitive skills. Cultural menus are discussed with center staff in order to plan cultural interaction with other educational activities. Cultural menus are sent to the Health/Nutrition Coordinator to verify nutritional content.

- i. Attends in-service training which relates to the work as well as other training and staff meetings as required by the supervisor or staff Training Coordinator.
- j. Assists teacher and other staff with children on a regular basis.
- k. Performs other duties as assigned by the Teacher.
- l. Needs to be able to lift 40-50 pounds.
- m. Required to maintain current health requirements of an annual T.B.Tine and physical.

IV. QUALIFICATIONS

Has the skills necessary for purchasing and preparing meals for the project and is able to apply instructional directions as presented by the teacher.

V. SALARY ENTRY LEVEL: Chart I