

## COOK

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### 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, dining 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 Nutrition Specialist.

### EXAMPLES OF WORK PERFORMED AND CONDITIONS

- a. Prepares well-balanced, nutritious, appetizing meals daily by accurately following menus provided by the Nutrition Specialist, 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 Nutrition Specialist 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 Nutrition Specialist 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 Nutrition Specialist 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 Professional Development Specialist.
- 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.

### **QUALIFICATIONS:**

- ability to be sensitive and responsive to diversity;
- conviction about the capacity of people to grow and changes;
- ability to work independently and in partnership with team members;
- must be honest
- ability to set limits and boundaries that maintain the helping role of a practitioner and assist others with setting healthy boundaries;
- ability to communicate effectively with youth, co-workers, volunteers, and supervisor;
- seek to improve knowledge, skills, and abilities in related service areas;
- must have necessary skills to: communicate to children and families with kindness and respect; manage time appropriately; work as a team with adults; receive instructional direction from the teacher; practice positive behavior support techniques effectively; utilize curriculum to fidelity; assist with assessments and electronic recordkeeping.
- High School graduate or the equivalent is preferred.
- Must have necessary skills to: purchase food/supplies; prepare meals as per food program requirements; perform recordkeeping in an accurate and timely manner; maintain a clean, sanitary work environment; manage time appropriately; work as a team with adults; communicate to children and families with kindness and respect.
- Must be able to successfully pass criminal background screening