

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Cook

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Supervisor: Head Teacher or Site Supervisor

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Maintain all aspects of kitchen management according to County, CACFP, and Head Start Performance Standards regulations and guidelines.

### **Essential Duties and Responsibilities**

- Responsible for purchasing necessary supplies and food, and for preparing meals in accordance with Head Start Performance Standards and Child Adult Care Food Program (CACFP).
- Complete all paperwork according to the food service manual and the CACFP guidelines.
- Monitor food allergies/dietary conditions of children and prepare food accordingly.
- Preparation of all meals and snacks following all CACFP/PS guidelines and regulations
- Maintain a safe and sanitary environment according to all guidelines.
- Supervise assigned staff and ensure performance evaluation, goal setting and staff development plans are completed.
- Perform additional center duties as directed by supervisor.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to perform basic math.
- Ability to solve practical problems.
- Ability to work as a positive team member.
- Ability to perform duties using proper cooking techniques and skills.
- Must use safe and efficient knife handling.
- Must have a valid California Driver License, clean DMV record, reliable vehicle, and California auto insurance.

#### **Education**

##### *Minimum*

High School Diploma or GED.

##### *Desired*

Food Service or Culinary Arts degree or certification.

08/03/2016

**Training and Experience**

*Minimum*

Six months related experience.

*Desired*

Two or more years of institutional cooking for groups of 20 or more.

**Certificates, Licenses**

- ServSafe® certification desired.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear; stand and walk. The employee is frequently required to taste or smell; climb, stoop, knee and crouch. The employee must regularly lift and/or move up to 20 pounds. The employee frequently lifts and/or moves up to 40 pounds floor to waist, occasionally lifts and/or move up to 75 pounds knuckle to waist and occasionally lift 15 pounds overhead occasionally. Push/pull up to 75 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title