

## **Project Now, CAA Job Description**

<b>Job Title:</b>	Cook	<b>Prepared By:</b>	Seabolt
<b>Department:</b>	Head Start	<b>Prepared Date:</b>	April 2018
<b>Reports To:</b>	Program Supervisor/Office Manager	<b>Approved By:</b>	Policy Council
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	June 2018

**SUMMARY:** Functions as a part of the meal service team for the site(s) assigned and is responsible for food service in compliance with all regulatory guidelines and program requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Responsible for meal preparation and service at assigned center site(s) by completing daily and weekly checklists. Assures preparation of healthy, nutritious meals in a safe and sanitary manner. Follows proper food sanitation procedures to assure safety of foods served and stored.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Ensures safe and comfortable meal service through use of durable, yet non-disposable dishes. Ensures family-style meal service by providing appropriate bowls and serving utensils.
- Works cooperatively with other staff and managers to provide food service at assigned center site(s). Assists with meal service and child services, as needed. Complies with all Risk Management procedures; participates in regular fire drills and tornado drills.
- Maintains a safe, healthy work environment, overseeing cleaning of food service areas on a daily basis. Washes dishes following proper sanitation procedures. Ensures that equipment and appliances are well maintained, conducting monthly safety checks of all appliances to ensure safe operation.
- Accepts and reviews deliveries; stores promptly. Utilizes First In/First Out method in food storage and use.
- Ensures transport of food to assigned center site(s), maintaining proper temperature and sanitation conditions.
- Assists with menu planning, providing suggestions and making written changes on menu when they occur. Prepares grocery list/supplies for purchasing each week based on menu and inventory. Ensures food and supplies are ordered and stored in a timely manner.
- Keeps accurate records of food purchases, meal production, food and equipment inventories for assigned site. Submits weekly paperwork to manager in a timely manner. Submits monthly activity report.
- Participates in in-services and other required training. Actively participates in supervisory meetings and monthly center team meetings. Assists in recruitment of children in Head Start.
- Reviews all regulations and requirements periodically. Maintains Food Service Sanitation Manager License. Assists with nutrition and food service training. Assists with any kitchen inspections.

**SUPERVISORY RESPONSIBILITIES** This position has no supervisory responsibilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to families and other employees of the organization.
- Must have good written and verbal communication skills.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few variables in various situations
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation, and proof of agency requirements for automobile insurance.
- Requires the obtaining and maintaining of Illinois Food Service Sanitation Manager License.

**EDUCATION and/or EXPERIENCE** Requires a high school diploma or GED and Food Service Sanitation Manager Certification.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Work environment is that of a normal kitchen area and the normal pre-school environment.

**Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.**