

Project NOW, Inc. CAA
Job Description

Job Title:	Lead Cook	Prepared By:	MBirdsall
Department:	Head Start	Prepared Date:	April 2021
Reports To:	Health & Nutrition Manager	Approved By:	Policy Council
FLSA Status:	Non-Exempt	Revised By:	DCClark/LBirch
Wage Grade:	3	Revised Date:	04/19/2021

SUMMARY: Functions as lead of the meal service team located at Head Start headquarters location 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 Head Start headquarters location. Completes daily and weekly checklists. Ensures preparation of healthy, nutritious meals in a safe and sanitary manner. Follows proper food sanitation procedures to ensure safety of foods served and stored.
- Works with Health & Nutrition Manager on menu planning and substitutions, ordering of food and supplies and maintenance of USDA CACFP regulations.
- Reviews all regulations and requirements periodically. Maintains Food Service Sanitation Manager License. Assists with any kitchen inspections.
- As Lead Cook, communicates with cooks at other sites on food and supply inventories. Provides orientation and training to new cooks at assigned site if possible. Understands and communicates USDA and Head Start Program Standards.
- Communicates with Health & Nutrition Manager to ensure list of special diet modifications and/or allergies is current.
- Obtains grocery list/supplies for purchasing weekly from each site based on menu and inventory. Ensures food and supplies are ordered and stored in a timely manner.
- Accepts and reviews deliveries, stores promptly. Utilizes first in/first out (FIFO) method in food storage and use.
- Delivers or arranges delivery of food and supplies to other sites as needed. Ensures transport of food to assigned center site(s), maintaining proper temperature and sanitation conditions.
- Checks daily for potential food recalls and maintains records of actions taken in the event of a recall. Informs each site of any recalls on current inventory.
- Ensures family-style meal service by providing appropriate bowls and serving utensils.
- Works cooperatively with other staff and managers to provide food service at center sites. Assists with meal service and child services, as needed.
- 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, conducts monthly safety checks of all appliances to ensure safe operation.
- Keeps accurate records of food purchases, meal production, food and equipment inventories for each 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 monthly center team meetings. Assists in recruitment of children in Head Start.
- 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.
- Complies with all Risk Management procedures; participates in regular fire drills and tornado drills.

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 written or oral instructions.
- Ability to use basic computer software programs, email and learn electronic time keeping system.
- Knowledge of basic cooking methods, wet/dry food measurements and operation of kitchen equipment/appliances.
- 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.

EDUCATION and/or EXPERIENCE

- Requires a high school diploma or GED
- Requires one year of experience.
- Requires Food Service Sanitation Manager Certification or ability to obtain Food Service Sanitation Manager Certification.
- Previous experience leading a kitchen process strongly preferred.
- Previous experience in an early care and education environment desirable but not required.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

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.