

York County Community Action Corp.

Children's Services

COOK

Job Description

REPORTS TO: Site Coordinator with input from Health and Nutrition Manager.

STATUS: Non Exempt, Full Time

PAY GRADE: 4

PURPOSE: The Cook functions as a member of the center staff team and contributes' to ensuring the agency's full compliance with the Head Start Performance Standards and USDA guidelines. He or She is responsible for the day-to-day operations and for meeting the goals of the Nutrition component. The Cook receives instructions from the Site Coordinator and Health and Nutrition Manager. He or She is responsible for the safe storage, preparation and service of nutritious meals for centers. This person must be willing to travel and have own vehicle. Staff must show proof of a valid license and insurance annually.

RESPONSIBILITIES:

1. Presents self in a neat and clean fashion, wearing hair covering and apron while preparing foods
2. Prepares breakfast, lunch and snack according to U.S.D.A. Food Buying Guide. Ordering will be done in accordance with menus and required food amounts and recipes substituting only in an emergency from the approved substitution list.
3. Assist in the training for new Food Service Staff/ Center Aides/Classroom Aides
4. Guides the Food Service Aide in the preparation of breakfast, lunch and snack.
5. Orders food monthly, or as needed, on Food Order Form for centers for breakfast, lunch and snack according to U.S.D.A. Food Buying Guide. Orders food according to menus and required amounts. Checks all incoming food orders against order form for quantity and quality at the time of delivery. Reports any problems pertaining to the food orders to the Nutrition Manager.
6. Contacts all classrooms (Multi Site) for numbers of children and adults that will be present and numbers of meals to be served daily. Quantity of food items needed should then be calculated by the number of meals required for each classroom according to the Food Buying Guide.
7. Assists in obtaining information for the attendance sheet, which is sent to the office weekly.
8. Serves food family style and eats with children whenever possible.
9. Stores food, supplies and equipment in an organized manner.
10. Writes nutrition entries in each child's folder for centers at a minimum of three (3) times per year.
11. Coordinates nutrition education activities for children with center staff weekly. Center team decides who will lead activity.
12. Participates in menu planning with children, parents, center staff, and Health and Nutrition Manager.
13. Maintains established standards of sanitation, safety, and food preparation. Follows cleaning schedule.
14. Attends and participates in nutrition, sanitation training, and other job related training as directed/approved by their supervisor.
15. Submits written reports as listed:
 - Portion Menu (Health and CACFP Coordinator) weekly
 - Food temperature log- keep at center, submit at the end of the year to Health/Nutrition Manager (where applicable).
16. Submits food & supplies slips weekly to Head Start office.
17. Maintains contact with Health and Nutrition Manager for guidance on food preparation, etc.

18. Maintains a professional level of confidentiality in regards to children, families and center staff. Relevant information will be discussed with Component Manager or Site Coordinator.
19. Assists center with the development of a monthly newsletter.
20. Helps to plan for and carry out Parent/Child Day nutrition related activities, along with other team members, as needed.
21. Has primary responsibility for center housekeeping tasks to assure a clean, safe, inviting center.
22. Additional chores assigned by supervisor, which might include paperwork, mail delivery, transportation of food to another center, food prep for parent meetings, etc.
23. Adheres to all program policies and Code of Conduct.
24. Completes other tasks as assigned, or as necessary to fulfill the position.

QUALIFICATIONS

1. The Cook must have a high school diploma or a GED.
2. Experience in the area of nutrition and food preparation is required, experience with infants and toddlers preferred.
3. Must be able to lift 40 pounds, reach to an area of two feet and bend to ground level.
4. Must be able to help children with setting, serving and eating at mealtimes at low-level tables.
5. The Cook must be able to perform repetitive work such as chopping, slicing, peeling, etc. for a minimum of two hours per day.
6. The Cook should be an open, warm, caring and accepting person with leadership qualities, and demonstrate an ability to work cooperatively as a team member.
7. Must not have an active record on the System for Award Management (SAM) website.

Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	O	N (Not applicable)
Carrying	F	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	F	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **COOK** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Cook. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

Employee (print) name

Employee' Signature

Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature

Date

CLEANING SCHEDULE

RANGE

Clean burners	After each meal
Clean outside	Daily
Wipe out oven	Once a week
Clean edges around hood	Once a week
Clean hood, screening and grease trap (if ladder available)	Once a week

REFRIGERATOR AND FREEZER

Wipe outside	Daily
Dust top	Once a week
Clean inside shelves in order	Once a week
Defrost freezer and clean shelves exceeds 0 degrees F.	When more than ¼" frost develops or temp.

MIXER AND CAN OPENER

Clean and cover mixer base and attachments	After each use
Clean and wipe can opener blade	After each use

WORK SURFACES

Clean and organize for neatness	Daily and after each use
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WALLS AND WINDOWS

Wipe if splattered or greasy	As necessary
Wipe window sills	As necessary

SINKS

Scrub	Daily
Keep clean	After each use

CARTS (if applicable)

Wipe down	After each use
Sanitize	Daily

GARBAGE

Taken out	Daily
Clean	As necessary

FLOORS

Kitchen & Classroom (if not done by school janitors)

Swept with broom	Daily
Washed with mop	Weekly

BATHROOMS (if not done by school janitors)

Cleaned and sanitized	daily
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SETTING UP AT THE BEGINNING OF THE YEAR:

1. Fill out food order form based on menus.
2. Perform any necessary cleaning.
3. Work out system for submitting records and getting daily attendance from teachers.

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THROUGHOUT THE YEAR:

1. Take inventory before ordering according to schedule.
2. Keep storage area well organized.
3. Keep and submit required records.
4. Follow cleaning schedule.

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CLOSING DOWN THE KITCHEN AT THE END OF SCHOOL YEAR:

1. Stoves must be cleaned.
2. Ovens must be cleaned.
3. Refrigerators must be cleaned, leftover foods removed, unplug and leave open.
4. Freezers defrost, unplug and leave open.
5. Leave all equipment clean.
6. Take an inventory of all food and packages in boxes to be picked up.
7. Store rooms must be cleaned and organized.
8. Make an inventory of all kitchen coordinating equipment and utensils (spoons, forks, serving bowls, pots, pans, etc.). Submit to Nutrition Manager.
9. Wash kitchen floors as needed.