

# Highland Rim Economic Corporation/Head Start

## Head Start Cook

Reports to: Health Services Manager

Policy Council Approval: 10/25/11

### Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Ensures all kitchen paperwork and recordkeeping is completed accurately and in a timely manner.
- Purchasing, ordering, receiving food items and dietary supplies for multiple classrooms, properly storing products, stocking them in appropriate location, keeping inventory of items purchased.
- Ensure proper documentation of food, freezer, and refrigerator temperature monitoring.
- Preparing meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted.
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with State and Federal Regulations.
- Ensures cleanliness of centers by assisting teaching staff with janitorial duties.
- Prepares educational/nutritional activities for children.
- Ensures all menus, food preparation areas, equipment and materials meet all requirements of the USDA Child and Adult Care Food Program (CACFP), State and Federal requirements.
- Assist Health Services Manager in gathering all information necessary for the CACFP contract annually.
- Attends all CACFP and Health Advisory Meetings and briefings.
- Arranges annual meetings with food representatives.
- Revises and submits menus to the Health Services Manager annually.
- Performs training and technical assistance to cooking staff as deemed necessary.
- Participates in training sessions and workshops when required.
- Assist in the classroom as needed.
- Capacity and empathy to work with a diverse population and low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

## **Qualifications/Requirements: Cook**

- High School Diploma or GED.
- A minimum of 1-3 years experience in a commercial or institutional kitchen setting and related training.
- Ability to analyze information and statistics, and write summary reports.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

## **Knowledge or Skills:**

- Ability to train staff and parents.
- Excellent skills, including database, word-processing, internet, and e-mail.
- Excellent verbal, written, and communication skills.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

## **Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.