

MountainHeart

Job Description

Job Title: Cook
Department: Head Start
Reports To: Center Teacher and Nutrition Specialist
FLSA Status: Non-Exempt
OSHA Category: Category 2

Summary: This position cooks, cleans and provides assistance as needed.

Essential Duties and Responsibilities

- Prepare daily meals in conformance to the CACFP Meal Pattern and serve as family style.
- Receive approval in advance from Nutrition Specialist before menu change.
- Prepare all food at designated times according to specified schedule.
- Purchase groceries and supplies as needed.
 - Complete purchase order
 - Consult fiscal office to receive the applicable inter-office purchase order number
 - Effect purchase
 - Reconcile cash register receipt with purchase order and purchase inventory prior to submitting to central office
 - Submit to fiscal for payment
- Maintain clean kitchen, dining and storage areas and dispose of garbage daily in designated receptacles.
- Assist center teacher and assistant teacher in keep all play, rest, instructional areas, restrooms and storage rooms clean and safe.
- Maintain and submit to Director accurate records, reports, and inventories.
- Assist center teacher and home visitor in planning and implementing nutrition education activities in the classroom.
- Attend in-service training, staff meetings, and other program functions.
- Conduct conforms to accepted local norms as to position stature.
- Ability to prepare bulk meals according to approved menus.
- Ability to communicate effectively with the families we serve.
- Train and supervise cook assistant, trainee, JTPA, trainee and/or CWEP worker assigned to cook's duties as applicable.
- Must follow OSHA standards.
- Travel is required to attend training and meetings.
- Other duties as assigned.
- Maintain confidentiality at all times.

Supervisory Responsibilities

This position does have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Prepared Date: June 26, 2014

ALL PERSONNEL ARE AT WILL EMPLOYEES

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Must have high school diploma or equivalent. Must have valid West Virginia driver’s license with minimum automobile insurance; clear criminal background and maltreatment APS/CPS check.

Training in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards, OSHA training and current Food Handler’s Permit required, annual physical with TB testing and must be bondable. Among other State and Federal requirements.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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 this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment can be hot and dirty at times given the job duties.

Employee Signature

Date