



Job Description

Job Title: Kitchen Coordinator
Department: Head Start
Reports To: Lead Pre-k Head Start Teacher
FLSA Status: Non-Exempt
OSHA Category: Category 2

Summary: This position cooks, cleans, and provides assistance in the classroom 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 requisition order
 - Consult the fiscal office to receive the applicable purchase order number.
 - Implement cost effective purchases.
 - 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 keeping 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 with families in a warm and caring manner.
- Must follow OSHA standards.

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- Travel is required to attend training and meetings.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does not have supervisory responsibility.

Competencies

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

- Quantity - Completes work in a 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.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

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 familiarity with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

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Must have a high school diploma or equivalent. Must have valid West Virginia driver's license; clear criminal background and APS/CPS check must be bondable.

Training in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards, OSHA training and current Food Handler's Permit required, physical exam every two years with an initial tine test or TB Risk Assessment. 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 clients, customers, and the public.

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.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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