

COOK

POSITION RESULT DESCRIPTION

NESD Head Start Program, Inc.

EDUCATION AND EXPERIENCE: Prior experience with food service and working with children is preferred for the Head Start Cook position.

QUALIFICATIONS: The Cook should demonstrate an ability to perform duties outlined in the job description. The cook must have a working knowledge of nutrition, food preparation and food safety practices; a good rapport with children; be able to work closely with Head Start staff, parents and volunteers; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times. Complete Serv Safe Certification within one year of employment.

PHYSICAL REQUIREMENTS: The Cook must be able to lift 30 lbs. and occasionally heavier items. Must have an initial employment physical examination and provide a doctor's statement of verification.

WORK SCHEDULE: The Cook is expected to work as per contract in accordance with the annual calendar.

SUPERVISION: The Cook is accountable to the Education Coordinator assigned to their area.

EVALUATION: The Education Coordinator assigned to them will evaluate the Cook's performance two times in the first year and one time per year, thereafter.

SALARY RANGE \ INCREMENTS: The starting salary for this position ranges from \$9.55 per hour to \$9.99 per hour. The Cook shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's year of experience with the program.

Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!

POSITION OBJECTIVES:

1. To follow menus and prepare food that is nutritious and appealing by following the proper health rules and regulations.
2. To establish and maintain an eating environment that is safe, clean and calm.
3. To relate to children and families in an open, considerate and friendly manner when serving meals, inviting families to become involved with their child during mealtimes and when obtaining information about specific food allergies.
4. To fill out and submit all necessary paperwork in a timely manner.
5. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

KEY RESULT AREA #1: Food Preparation

Objective: To prepare meals and snacks that are nutritious and appealing by following the proper safety measures.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Follow menus and prepare the appropriate amounts of food.
2. Follow health rules and regulations for safe food handling which include wearing a hair net and closed-toed, non-slip shoes.
3. Purchase groceries, monitor food/kitchen deliveries and store foods properly.

KEY RESULT AREA #2: Maintaining the Environment

Objective: To establish and maintain a clean, safe food preparation and serving area that allows for a relaxed, pleasant eating experience.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Maintain a safe, clean, organized work environment.
2. Clean food preparation and eating areas according to posted cleaning schedule.
3. Maintain a calm, relaxed atmosphere by serving meals on time.
4. Role model good eating habits and table manners.

KEY RESULT AREA #3: Working with children and families

Objective: To relate to children and families in an open, considerate and friendly manner.

Performance Standards:

1. Work with staff and parents of children with modified diets or allergies.
2. Obtain input from families on menu ideas, including cultural meal ideas representative of families in the program.
3. Coordinate and plan nutrition activities with staff, children and parents.
4. Provide appropriate guidance to children.
5. Join the children in the classroom when time permits.

KEY RESULT AREA #4: Administrative Responsibilities

Objective: To fulfill the administrative responsibilities of this position in an effective manner by attending necessary meetings, training and completing all record keeping and reports.

Performance Standards:

1. Complete and submit the required paperwork in a timely manner (including, but not limited to purchase orders, meal counts, production records and inventory).
2. Post the menu in kitchen and classroom each month.
3. Participate in staff training and weekly staff meetings.
4. Attend monthly in-service.
5. Attend parent meetings, as requested.
6. Complete an inventory on all materials and equipment in kitchen and eating area.
7. Janitorial duties as needed.
8. Review cook assistant timesheet for accuracy.

KEY RESULT AREA #4: Community Representative

Objective: To maintain open, positive communication, rapport and services with people and agencies throughout the community.

Performance Standards:

1. Have knowledge of community resources to be able to link families with appropriate services/agencies and to use as resources for enhancing nutrition activities.
2. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with vendors and people in the community.

KEY RESULT AREA #5: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

Performance Standards:

1. Have documentation of the Serv Safe Certification Course or attend course within the first year of employment and become recertified every 5 years, as per South Dakota's requirements.
2. Obtain and keep current First Aid training, as required by the program.
3. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
4. Read all related directives, standards and plans to keep up to date with all local, state and federal nutritional standards.
5. Maintain any education credentials and submit a copy to the main office to be kept in employee file.
6. The Cook will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

***This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**