

# COOK ASSISTANT

## 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 Assistant position.

**QUALIFICATIONS:** The Cook Assistant should demonstrate an ability to perform duties outlined in the job description. The cook assistant 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 Assistant 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 Assistant is expected to work as per contract in accordance with the annual calendar.

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

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

**SALARY RANGE\ INCREMENTS:** The starting salary for this position ranges from \$9.45 per hour to \$9.57 per hour. The Cook Assistant 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 assist in following menus and preparing food that is nutritious and appealing by following the proper health rules and regulations.
2. To assist in establishing and maintaining 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 assist in filling out and submitting all necessary paperwork in a timely manner.
5. To be prepared to assume the cook's responsibilities in the cook's absence.
6. 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 assist in preparing 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. Assist with following menus and preparing 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. Assist with purchasing groceries, monitoring food/kitchen deliveries and storing foods properly.
4. Be prepared to assume the cook's responsibilities in the cook's absence. The cook's assistant will be allowed to assume the cook's responsibilities one day each month for training purposes.

## **KEY RESULT AREA #2: Maintaining the Environment**

**Objective:** To assist with establishing and maintaining 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. Assist with maintaining a safe, clean, organized work environment.
2. Assist with cleaning food preparation and eating areas according to posted cleaning schedule.
3. Assist with maintaining 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. Assist with working with staff and parents of children with modified diets or allergies.
2. Assist with obtaining input from families on menu ideas, including cultural meal ideas representative of families in the program.
3. Assist with coordinating and planning 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. Assist with completing and submitting 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. Assist with completing an inventory on all materials and equipment in kitchen and eating area.
7. Janitorial duties as needed.
8. Submit timesheet to the Cook for approval.

#### **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 in order 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 Assistant 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.**