

**PANHANDLE COMMUNITY SERVICES
MIGRANT AND SEASONAL HEAD START
Job Description**

Date: June 2009

Salary Grade: 9 (Step 2)-11 (Step 2)

Exposure Determination Category 3

Chart # 2

Job Title: Cook

Reports To: Site Facilitator

General Function: Purchase and prepare meals for children and staff in accordance with Administration for Children, Youth and Families (ACYF) Head Start Performance Standards. Maintain kitchen following the proper health and sanitation guidelines.

Typical Duties and Responsibilities:

1. Prepare attractive and tasteful foods adapted to the varied physical development of the infants through 5 year old children in the center.
2. Shop locally and order through distributors, purchasing foods in an economical manner.
3. Keep an organized and hygienic kitchen and surrounding area.
4. Maintain food service equipment in working condition, report damaged and loss of kitchen equipment and food to Nutrition Coordinator.
5. Maintain completed and accurate required paperwork.
6. Be a resource to teachers for ways children can be involved in food preparation and experiences.
7. Involve parents in better understanding of nutrition and increase abilities in food preparation and serving, along with providing consumer information.
8. Maintain confidentiality regarding program, children, families and staff.
9. Participate and cooperate to support a quality program through participation in team meetings, training and program assessment.
10. Perform other duties as assigned.

Scope of Position:

- Reports to Site Facilitator and indirectly reports to Nutrition Coordinator and Nutrition Assistant. Receives moderate supervision from Site Facilitator.
- Work is delineated by Child Adult Food Program (CAFP) regulations, Performance Standards, written plans and current policies.
- Supervises Assistant Cook and volunteers working in the kitchen.
- Work is evaluated through outcomes produced.
- Typically includes meal preparation and clean up working with children, staff and volunteers, complete necessary paperwork and be an integral part of the team.
- Position has direct financial impact in food purchasing. A typical error would be choosing less economical foods, this could result in over expenditure of food budget.
- Typical contacts are with children, staff and families.
- Model positive regard for program in the community.

Knowledge, Skills and Technical Abilities:

- High school diploma or equivalent, and one-year experience in meal planning is preferred.
- Ability to operate and maintain kitchen equipment.
- Ability to work with staff, children and families and the completion of the necessary paperwork.
- Willingness to learn basic computer skills.
- Age 21 or above.
- Valid driver's license with good driving record and an insured vehicle.
- Complete 25 hours of education annually in subject matter related to position.

Working Conditions:

- 85% center environment
- 10% shopping for food/supply items
- 5% meetings/trainings.

Major Accountabilities:

1. Economical purchasing of food and nutritional related supplies.
2. Uphold required health and safety standards.
3. Prepare and serve creditable meals.
4. Timely and correct paperwork.
5. Building a good rapport with staff, children and families, along with community food suppliers.

Physical Requirements:

1. Pass a yearly health exam
2. Ability to lift 50 lbs.
3. Physically able to sit down at child's level at table.
4. Ability to operate and maintain kitchen equipment.

Grade 9 (Step 2) – High school equivalency (GED)

Grade 10 (Step 2) – High school equivalency (GED) and 2 years experience

Grade 11 (Step 2)– High school equivalency (GED) and formal training

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date