

## Job Description

### COOK

#### PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Prepares menus and menu cycle recommendations with guidance from the Nutritional Consultant and in accordance with USDA and Head Start Performance Standards.
2. Provides substitutes to food items to meet the needs of individual children. Maintains records of all foods served for each meal including substitutions.
3. Prepares food for program activities; delivers food to the classrooms and assists with meal service, as needed. Ensures the health and safety of children during all program activities. Maintains confidentiality of family and program records and information.
4. Provides for kitchen facility, utensil, and food cleanup.
5. Ensures all applicable laws, rules and regulations around food preparation, storage, and cleaning are followed and maintained.
6. Maintains food preparation recipe files for all items served.
7. Completes and submits supply inventory reports to the Health Coordinator on a timely basis.
8. Places orders for food and kitchen supplies, and arranges for pickup in accordance with agency procedures.
9. Reports maintenance needs in the kitchen to the Health Coordinator.
10. Attends selected staff meetings and training activities.
11. Assumes responsibility for the familiarity of and compliance with Head Start Performance Standards, workplans, Standard Operating Procedures and Illinois Department of Public Health's Sanitation and CACFP Regulations. Supports the agency's mission and philosophy.
12. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

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**QUALIFICATIONS**

Requires education equivalent to completion of the 12th grade and the ability to obtain/maintain a Food Protection Manager Certificate within 3 months of employment.

Requires knowledge of quantity food selection and quantity food preparation, storage and handling techniques.

Requires the ability to meet all DCFS licensing requirements for employees including the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background check.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, and submit required program materials according to agency timelines.

Requires reliable transportation to and from the work site, and for program activities. Keeps a current automobile insurance card on file.

Requires the ability to bend, reach, and stoop. Lifts up to 30 lbs or assess the lift load to ask for necessary assistance. Requires moderate physical effort.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources to enhance job development skills.

Requires the ability to operate standard kitchen equipment, appliances, calculator.

REPORTS TO: Site Supervisor

EMPLOYED: 40 hours per week, 35-52 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Non-exempt

Revised- 5/19