

Missouri Valley Community Action Agency

Job Title: Cook Department: Child & Family Development
Reports To: Head Start Senior Manager Supervises: N/A
Classification: Non-Exempt Salary Range: Category 1

Summary:

The Cook is responsible for the overall food service, ordering, and prepping. Following established procedures and guidelines while providing educational support around nutrition.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty”. Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare and serve well-balanced, nutritious meals in large quantities within menu requirements, following established recipes
- Maintain accurate CACFP records
- Provide guidance to food service volunteers
- Share information with appropriate staff concerning the enrolled children’s dietary needs
- Maintain equipment and supplies used in the kitchen and dining area
- Conduct kitchen equipment and food inventory
- Complete production records for each meal to ensure an adequate amount of food is prepared to meet nutrition guidelines
- Monitor and participate in meals served and tooth brushing program
- Participate in annual menu planning
- Act as nutrition educator, providing nutrition education to families
- Participate in scheduled center staff meetings
- Maintain a clean and sanitary food prep area
- Complete and document weekly and monthly cleaning duties
- Plan and conduct two food activities a month with the input and support of the teacher
- Plan and conduct daily nutrition education with children
- Pass the ServSafe certification class within two years of hire
- Develop weekly grocery list and purchase necessary items that cannot be ordered through the vendor
- Maintain confidentiality concerning a child’s files and health needs

Competencies:

- Ability to use and interpret cooking measurement tools.
- Ability to use Microsoft Office, Outlook and general computer knowledge.

- Well rounded communication skills that include verbal and written.
- Promote a positive work environment.
- Able to understand, follow, support and ensure compliance with Head Start.
- Performance Standards, state licensing regulations, and Personnel Policies and Procedures and other regulations.
- Demonstrate ability to organize and manage time effectively.

Supervisory Responsibility:

- None

Work Environment:

- MVCAA Licensed Child Care Head Start Center
- In the kitchen of the assigned center

Physical Demands:

- Limited physical demands.
- Ability to lift food items up to 15 pounds, i.e. #10 cans, bulk meat items, large boxes of fruit and vegetables, etc.
- Ability to transfer large pans of foods in and out of the oven safely.
- Ability to sweep and mop kitchen floor on a daily basis.
- Ability to lift a child in the case of an emergency.
- Physically able to sit in child sized chairs or on the floor.

Position Type and Expected Hours of Work:

- Entry level field staff position
- Non-Exempt, full-time; 30 to 40 hours a week, 39 weeks per year
- One to two hours before breakfast is served to one hour after the last meal or snack.
- Friday is a cleaning, planning or training day without children in the center

Travel:

- Limited travel is required with the exception of trips to local grocery stores and staff meeting
- Use of company or personal vehicle (mileage reimbursed for work related travel)
- Out of area travel expenses (air, hotel, meals, mileage will be paid or per-diem)

Required Education and Experience:

- High School Diploma or GED

Preferred Education and Experience:

- Experience with food ordering and preparation

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results

- Valid driver’s license and access to an insured vehicle
- Complete a physical and TB test within 30 days of employment, thereafter an annual TB and a physical at the time of each 5 year grant cycle.

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____