

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Assistant Cook
SALARY LEVEL: A

LAST UPDATE: 2013
REPORTS TO: Food Service Manager

MISSION STATEMENT:

Assist the Food Service Manager in preparing and serving the food in a Head Start/Early Head Start kitchen that serves more than one group of children per day. Assist the Food Service Manager in maintaining compliance with Head Start performance standards, health department and USDA requirements.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Assist Food Service Manager in preparing meals for Head Start/Early Head Start participants following menus prepared by the Health Coordinator.
3. Assist in maintaining sanitary conditions in the Head Start/Early Head Start kitchen, food storage and eating area.
4. Utilize the Head Start/Early Head Start kitchen and eating area as a tool to promote parent involvement.
5. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Eighteen (18) years of age or older.
- Ability to communicate.
- Ability to read and perform basic math computations.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Ability to lift 50 pounds in repetitive motion with reasonable accommodations.
- Operate several kitchen appliances e.g. food processor, dishwasher, can opener with reasonable accommodations.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place