

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

JOB TITLE: Cook
SALARY LEVEL: B

LAST UPDATE: 2013
REPORTS TO: Food Service Manager

MISSION STATEMENT: Prepare nutritious meals for Head Start/Early Head Start participants in accordance with Head Start/Early Head Start, health department and USDA guidelines. Maintain sanitary conditions in the kitchen and eating area.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Prepare meals for Head Start/Early Head Start participants following menus prepared by the nutrition consultant along with the work plan outlined in the CSI Head Start/Early Head Start Nutrition Plan.
3. Make menu modifications needed to reflect the culture of the families served with approval of the nutrition consultant.
4. Maintain sanitary conditions in the Head Start/Early Head Start kitchen, food storage and eating area.
5. Compile USDA reports on a standard form.
6. Team with center staff to provide nutrition information to Head Start/Early Head Start participants and staff.
7. Responsible for commodity preparation, storage and use.
8. Team with education staff to design and demonstrate food experiences in the classroom.
9. Utilize the Head Start/Early Head Start kitchen and eating area as a tool for parent involvement.
10. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Prepare food for staff and parent training.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- One year cooking experience in an institutional kitchen.
- Ability to use hands and arms.
- Ability to communicate.
- Ability to read and perform basic math computation.
- 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.
- Operate several kitchen appliances, e.g. food processor, dishwasher, can opener.

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

Employee's Signature

Date

Witness Signature

Date