



## Head Start

Alissa Holdson  
*Executive Director*

Ronald C Loos  
*Board Chairperson*

Andrea Rosipko  
*Director*

### POSITION DESCRIPTION

**POSITION:** Kitchen Help / Cook  
**EMPLOYMENT STATUS:** Part Time (20 HRS) Part Year (42 WKS)  
**RESPONSIBLE TO:** Operations Coordinator  
**SUPERVISES:** None  
**WORKSITE:** Main Office

**BASIC FUNCTION:** To be responsible for assisting with efficient kitchen operation, providing high quality meals in accordance with established standards of nutrition, health and sanitation. To assure that performance standards and nutrition policies and procedures are implemented consistently across the entire program.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

#### KITCHEN OPERATION:

- Assist with verifying inventory of food and nutritional supplies.
- Help ensure that the kitchen operation needs, issues or problems are communicated to Supervisor.
- Help receive orders from vendors.

#### PLANNING:

- Assist with copying menus and dispersing to staff and parents.
- Help with collection of meal counts/costs from programs.
- Plan and carry out routine cleaning and maintenance schedules for the main kitchen and equipment.
- Work with appropriate staff to support children with diet restrictions.
- Assist with requests and written orders for food, equipment, and supplies from classroom and socialization sites.

#### FOOD PREPARATION:

- Prepare high quality, nutritious food, following standardized recipes as directed by Supervisor and Nutritional Consultant.
- Prepare food for Policy Council meetings.
- Prepare food for special events.
- Help assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Assist with preparation of food for delivery to another site as needed.

#### SANITATION:

- Adhere to sanitation and safety procedures according to Head Start nutrition policies and procedures, i.e. proper food temperatures, storage and preparation guidelines.
- Assist with routine cleaning schedules for the kitchen and equipment including, but not limited to dish washing, sweeping, and mopping floors.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School Diploma or equivalent is required

Preference given to:

- Related job experience

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Maintain professionalism at all times.
- Ability to work independently and in a team environment.
- Ability to communicate effectively and appropriately with others.
- Demonstrate leadership and ability to utilize reflective supervision.
- Demonstrate flexibility when working with others.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

**ESSENTIAL JOB FUNCTIONS:**

- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.
- Tasks may involve a high level of daily repetitive motion with hands and arms in food preparation and delivery activities.
- Included are activities involving frequent bending and lifting and loading in and out of agency vehicle used for delivery.
- Tasks may involve continuous standing, walking, and crouching to retrieve items from lower areas up to higher areas within kitchen and storage areas.

**ADDITIONAL REQUIREMENTS:**

- Possess a valid Driver’s License; and insurability monitored by the ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform other duties as assigned, and assists other as directed.

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Signature

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Date