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**Reports to:** Site Manager /Site Director

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Non-exempt

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## **POSITION SUMMARY:**

Prepare and maintain food at appropriate temperature, have knowledge of the Department of Health rules and regulation and Head Start Performance Standards. Gain knowledge of proper food preparation, temperature control, sanitation, and portion sizes.

## **ESSENTIAL FUNCTIONS:**

- Be a positive role model during meal times, classroom times, and bus routes.
- Implements, supplies, and maintains all nutritional activities in the Head Start Center.
- Maintain cooking area and equipment by cleaning and disinfecting the kitchen and tables, cleaning appliances and utensils. Complete all kitchen related laundry.
- Assure a child helper is assigned to assist cleaning dining area.
- Requisition and shop for food ingredients and supplies as required for weekly operations.
- Review menus to determine food requirements including variety and quantity of food for preparation.
- Assemble supplies and equipment needed for daily cooking activities.
- Prepare a wide variety of foods in accordance with provided recipes following the established monthly menus provided by Nutrition Coordinator.
- Contact Nutrition Coordinator for guidance if the menu must be modified.
- Requisition for supplies as needed.
- Complete all paperwork and records as required.
- Prepare foods for special events as needed.
- Prepare special diets per prescribed standards.
- Educate customers on nutritional values and food groups.
- Report any malfunctioning kitchen appliance to Site Manager/Site Director.
- Work with teachers to plan and participate in weekly food activities.
- Work with teachers to develop a plan to work with children for preparing tables and dining areas for meals and cleanup.
- Follow current CACFP guidelines and expectations.
- At the point of each meal service document the number of children and adults served.
- Document daily in the menu book the quantity of food, portions prepared and portions served to adults and children.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards, Licensing Requirements, and Program Policies.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.

- Support management decisions both in actions and words.
- Other duties as assigned.

**KNOWLEDGE AND EXPERIENCE:**

**Essential:**

- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt to change.

**Desired:**

- Previous cooking experience for groups of 20 or more.

**EDUCATION AND QUALIFICATIONS:**

- High School diploma or GED is required.
- Obtain First Aid and CPR certification within 30 days.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Possess current, valid driver’s license and be insurable by the organization’s motor vehicle insurance carrier.
- Must possess basic math skills to compute accurate CACFP records.
- Must possess time management skills to prepare and serve food in accordance with schedule.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Stand for extended periods of time, walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

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Supervisor Signature

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Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

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Employee Signature

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Date

