

COMMUNITY ACTION TEAM, INC.

IN HOUSE
JOB ANNOUNCEMENT
IN
COLUMBIA COUNTY

December 17, 2009

JOB TITLE: Cook

LOCATION: Rainier Head Start

HOURS: 23 hours

SALARY: \$9.05 - \$9.56

SEND LETTER OF INTEREST AND CURRENT RESUME TO:

Dawn Crawford
PO Box 10
Rainier, OR 97048
Fax: (503) 556-2810
Email: dcrawford@nworheadstart.org

DEADLINE TO APPLY: Open until filled

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Cook

DEPARTMENT: Human Investment

POSITION REPORTS TO: Center Manager

FTE: 50% - 100%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 0-1

APPROVED BY: Policy Council

APPROVAL DATE: 04/08/09

APPROVED BY: SDA

APPROVAL DATE: 2/20/09

POSITION SUMMARY:

The cook is responsible for providing a nutritious breakfast/snack and lunch for children, complying with all required standards. S/he will interact with children by assisting with cooking projects and mealtime experiences. The cook will also be responsible for the daily cleaning as assigned by the Center Manager.

QUALIFICATIONS:

1. Two year experience cooking for groups of 25 or more.
2. Must have knowledge of basic nutrition and meal planning. Knowledge of USDA guidelines and forms preferred.
3. Demonstrate knowledge of basic cooking skills, nutrition, be able to follow recipes, and basic record keeping.
4. Must have current First Aid/CPR card.
5. Must have current food handler's card.
6. Must have dependable transportation and/or valid driver's license and auto insurance.
7. Ability to work in a cooperative team manner and to follow directions and program policies.
8. Knowledge of nutritional needs and age appropriate eating habits and food guidelines for children.
9. High school diploma or equivalent or at the recommendation of interview team with approval of Policy Council and Director.
10. Must be on the criminal history registry and pass a pre-employment drug screening.

11. Bilingual skills a plus.
12. Must have basic working computer skills and knowledge.
13. Ability to communicate effectively with children and adults in both verbal and written format.
14. Must be willing and available to work flexible hours.
15. Must be able to travel to out of town meetings and trainings.
16. Ability to participate in regular kneeling, stooping, bending and sitting on the floor.
17. Ability to occasionally lift up to 50 lbs.
18. Must be able to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES:

1. Must maintain program and client confidentiality policies.
2. Post monthly menus, add changes to assure compliance with USDA standards.
3. Must maintain a working knowledge of program plans, policies and Performance Standards.
4. Prepare food in compliance with Head Start Performance Standards, USDA guidelines and according to menus.
5. Responsible for keeping USDA records and all other necessary recordkeeping.
6. Follow all health and sanitation guidelines.
7. Purchase food as required, staying within budgetary guidelines, and keeping accurate records.
8. Keep food preparation and storage area clean at all times.
9. Maintain inventory of all food preparation supplies and kitchen supplies.
10. Coordinate cooking and nutrition activities with teacher.
11. Interact with children, and observe eating habits.
12. Submit appropriate records and reports to Center Manager.

13. Responsible for keeping all cleaning supplies and poisons in a locked cupboard at all times.
14. Post list of food's children cannot eat due to allergies or religious preferences as documented in child's file. Prepare substitute foods equal in nutrition as listed by health professionals.
15. Plan menus that include age appropriate foods for children in the center. Substitute items that are age appropriate as guidelines require.
16. Supervise kitchen volunteers and prep cooks in all areas of food preparation, service and clean up as needed and specific to each center.
17. Provide staff and parent training as needed in menu planning, meal preparation, food purchasing and record keeping when requested.
18. Contribute to the operation of the program and center by attending and participating in center and program staff meetings; and sharing information gained through attendance at required trainings and workshops.
19. Assist in the evaluation and planning of program plans.
20. Other duties as assigned.