

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start

POSITION: Cook in our St. Helens Head Start Center

HOURS: 35-40 hours per week

SALARY: \$9.96 per hour

JOB DESCRIPTION ATTACHED

Please send current resume and letter of intent to:

Child & Family Development Programs
ATTN: Julie Catt
PO Box 239
St. Helens, OR 97051

jcatt@nworheadstart.org

food guidelines for preschool 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 Central Background Registry and pass a pre-employment drug screening.
11. Bilingual skills preferred.
12. Must have basic working computer skills and knowledge.
13. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
14. Must be willing and available to work flexible hours.
15. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
16. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
17. Ability to occasionally lift up to 50 lbs.
18. Ability to work with low income and/or special needs families, including 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 parent's 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.