

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Columbia County

POSITION: Prep Cook in our St. Helens Head Start Center

HOURS: 32-35 hours per week

SALARY: \$9.11 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

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Prep Cook

DEPARTMENT: Human Investment

POSITION REPORTS TO: Center Manager

FTE: 75% - 100%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 0

APPROVED BY: Policy Council

APPROVAL DATE: 04/09/14

APPROVED BY: SDA

APPROVAL DATE: 03/21/14

POSITION SUMMARY:

The prep cook assists the cook in providing a nutritious breakfast/snack and lunch for all children in the building, complying with all required standards. S/he will interact with children by assisting with cooking projects and mealtime experiences. The prep cook will be assisting with the daily kitchen cleaning as assigned by the cook. Responsible for maintaining cleanliness of the Head Start center and grounds.

QUALIFICATIONS:

1. High school diploma or equivalent or at the recommendations of the interview team with approval of Policy Council and the Director.
2. Prefer experience cooking for groups.
3. Must have knowledge of basic nutrition and meal planning.
4. Must have knowledge of basic cooking skills, be able to follow recipes, and assist with basic record keeping.
5. Must have current Red Cross/AHA pediatric and adult First Aid/CPR cards within 60 days of hire.
6. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Must have current food handler's card.

8. Evidence of ability to work in a cooperative team manner, to follow directions and program policies.
9. Must be on the Central Background Registry and pass a pre-employment drug screening and have completed a TB screen.
10. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
11. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
12. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
13. Ability to occasionally lift up to 50 lbs.
14. Must have basic working computer skills and knowledge.
15. Bilingual skills preferred.
16. Must be willing and available to work flexible hours.
17. Ability to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES:

1. Assist the cook in preparation of food in compliance with Head Start Performance Standards, USDA guidelines and according to menus.
2. Assist the cook in keeping USDA records and all other necessary record keeping as requested.
3. Follow all health and sanitation guidelines.
4. Assist the cook in maintaining inventory of all food preparation and kitchen supplies.
5. Attend required meetings and trainings.
6. Interact with children, and observe their eating habits.

7. Keep all cleaning supplies and poisons in a locked cupboard at all times.
8. Assist with keeping kitchen area clean, organized and free of debris and litter.
10. Clean restrooms; mop/sanitize a minimum of once a week.
11. Sweep, mop and vacuum floors on the center's established schedule.
12. Wash cabinets, walls, cupboards and windows as needed.
13. Maintain grounds as requested.
14. Must maintain a working knowledge of program plans, policies and performance standards.
15. Work with all center staff to maintain the center in an organized and orderly condition at all times.
16. Must maintain program and client confidentiality policies.
17. Be aware of and familiarize yourself with the posted list of foods children cannot eat due to allergies or religious preferences as documented in child's file.
18. Other duties as assigned by supervisor.