



## Position Description

<b>Title:</b>	COOK
<b>Reports To:</b>	EARLY EDUCATION SUPERVISOR
<b>Division:</b>	CHILDREN'S SERVICES
<b>Program:</b>	HEAD START
<b>Status:</b>	NON-EXEMPT, HOURLY
<b>Hours Per Week:</b>	32 to 40

### SUMMARY OF POSITION

Responsible for guaranteeing that the children are served nutritious, good tasting, and appealing meals and snacks. Meals must be prepared by methods that maintain high nutrient levels and that are sanitary. It is the cook's duty to deliver meals to classrooms ready for family style meal service and suitable for the children's age and development. The cook purchases all food and supplies necessary and keeps records required by the Child and Adult Care Food Program (CACFP).

### ESSENTIAL JOB RESPONSIBILITIES

- Accurately maintain all records associated with food services including but not limited to food inventory, non-food inventory, and other related expenses. Maintain standardized recipes, cycle menus, and cleaning records.
- Order food supplies in a timely manner to meet menu needs, insuring adequate quantity is purchased.
- Check invoices against delivered items and use invoices to complete monthly paperwork.
- Coordinate menu planning with daily classroom schedules, special activities, delivery of purchased food and availability of seasonal foods.
- Record any food substitutions on all posted menus. Record special diets on menus as necessary, maintaining confidentiality at all times.
- Be knowledgeable of correct food preparation procedures, including portion control and serving methods.
- Operate standard kitchen equipment and ensure that equipment is in good working order.
- Ensure that foods are stored in a safe and sanitary manner, that the storage area is clean and organized, and that the food preparation area is kept in a clean, safe, and sanitary manner.
- Adhere to all Indiana Department of Health regulations and all regulations relating to the Child and Adult Care Food Program.
- Be able to calculate weekly and/or monthly food costs.
- Periodically visit the classroom during mealtime and eat with the children to become familiar with the acceptability of food items served and to promote good relationships with the children.

- Communicate menus and other nutritional information to staff and parents and provide nutrition training as requested.

### **Establish positive and productive relationships with families**

- Model positive self-esteem building behaviors when working with children.
- Encourage parent engagement in program activities.
- Model manners, health, hygiene, speech and safety.
- Participate in parent meetings, parent trainings and other meetings and parent activities as assigned.
- Assist with the recruitment of volunteers for the Head Start program. Train volunteers in all nutrition component procedures.

### **Ensure a well-run, purposeful program**

- Report any suspected cases of child abuse or neglect, as required by law, in accordance with agency policies and procedures. Submit documentation to the early education supervisor.
- Maintain confidentiality at all times.
- Become familiar with Head Start Performance Standards.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Assist with gathering and accurately documenting in-kind.
- Perform additional duties as deemed necessary by the Director of Children's Services or designee.

### **Maintain a commitment to professionalism**

- Participate in pre-service and in-service trainings, workshops, seminars, and conferences to update professional growth and development.
- Create and adhere to career and position goals.

## **MINIMUM REQUIREMENTS**

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- Must have high school diploma or HSE. Education and/or training in nutrition or dietetics is preferred.
- Must be willing to obtain certification in Serve Safe.
- Must have a valid Indiana Driver's License and proof of vehicle insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to criminal history background checks.
- Must obtain a physical within 30 days of hire and update every five years.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Knowledge of quantity food preparation, kitchen equipment, and food purchasing.
- Must be able to monitor inventory.
- Knowledge of menu requirements and serving methods.

- Strong written and verbal communication skills.
- Basic computer skills, internet and e-mail.
- Good organizational skills.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff and parents.
- Ability to set and maintain professional boundaries with families.
- Ability to respond appropriately to an emergency or a crisis situation.
- Must be able to understand, interpret and implement policies and procedures.
- Frequent kneeling, stooping and bending.
- Must be able to manage stock ordered and lift up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

## CONCLUSION

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This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

### **Interested applicants should forward a resume and cover letter to:**

**Hoosier Uplands EDC  
Attn: Samantha Bowles  
902 South Aspen Drive  
Salem, IN 47167**

**-or-**

**[sbowles@hoosieruplands.org](mailto:sbowles@hoosieruplands.org)**