

Missouri Ozarks Community Action

Job title	<i>COOK</i>	Grade	<i>3</i>	Class	Non-Exempt
Reports to	<i>TEACHER DIRECTOR/SITE SUPERVISOR</i>	Step		Unit	HEAD START

Job purpose

Responsible for buying, storing, preparing, cooking and serving meals to the Head Start children, staff and volunteers. Coordinates with center staff on activities, supervises and trains kitchen volunteers. This position is supervised by the Teacher Director/Site Supervisor.

Duties and responsibilities

1. Participates in staff meetings, or obtain meeting information, and attends trainings as needed.
2. Participates in the annual self-assessment process.
3. Prepares and serves nutritious and economical meals according to the planned menu.
4. Serves meals in an attractive environment using "family style" meal service.
5. Conforms to printed Head Start menus posted in the kitchen except when an emergency arises, in an emergency, the substitute menu is used.
6. Ensures changes made in an approved menu, due to availability of food item, is approved by Director of Health and Nutrition and informs supervisor of the changes and notes changes on production record.
7. Complies with sanitation guidelines as required by the State of Missouri Health Department.
8. Keeps area sanitary, clean and orderly. Area includes: cooking appliances, utensils, dishes, kitchen, eating and serving area.
9. Cleans dining room tables, chairs and floor in dining area before each meal and immediately after each meal using the assistance of staff and/or volunteers as directed.
10. Oversees kitchen volunteers to ensure Head Start guidelines are followed, trains volunteers on sanitation guidelines such as washing hands often, wearing apron, hair net and gloves.
11. Assists Teaching staff in providing weekly health and nutrition lessons.
12. Maintains food service equipment in working condition, reports any problems and repairs to the Supervisor.
13. Maintain all records and documentation pertaining to food services, including purchase amounts of food (production records), receipts, food temperature charts, and daily sanitation checklist.
14. Turn in receipts weekly.
15. Assist parents of Head Start children with special diet needs, preparing meals for children with special dietary needs, utilizing the Director of Health and Nutrition when needed.
16. Uses positive reinforcement and promotes positive self-esteem, when working with the children, families and staff members.
17. Documents, records and informs staff of observations and information they have been privy to and which might affect a child in the Head Start Program.
18. Helps to ensure that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
19. Assist in identifying and recruiting prospective families and volunteers for Head Start.
20. Assist with child recruitment.
21. Assist with recruiting, training and directing activities of volunteers.
22. Assists with parent, families and community in obtaining in-kind contributions for the center.
23. Supervises kitchen volunteers.
24. Responsible for training volunteers and ensuring they comply with all policies.
25. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
8. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
9. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. High School Diploma
2. 1 month experience similar to duties required of this position.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. General Education Degree (GED).
2. Knowledgeable of meal preparation, child nutrition and the purchasing of appropriate quantities.
3. Familiar with acceptable food storage, food preparations, and food service practices.
4. Ability to communicate effectively in both written and oral form.
5. Possess basic math skills.
6. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
7. Continuous and ongoing pursuit of improved education and credentials of this position.
8. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
9. Demonstrate dependable transportation, current insurance, and valid driver's license.
10. A current physical examination including a TB test. (within 30 days of employment)
11. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	

Policy Council approval: 07/26/2016