

**NCO**  
**413 North State Street**  
**Ukiah, CA 95482**

**JOB DESCRIPTION**

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|---|--------------------------------------|
| <b>I. POSITION TITLE:</b>                       | <b>Cook I, II</b>                    |
| <b>II. PROGRAM:</b>                             | Head Start Child Development Program |
| <b>III. REPORTS TO:</b>                         | Site Supervisor                      |
| <b>IV. SUPERVISORY RESPONSIBILITY:</b>          | No                                   |
| <b>V. FLSA /IWC STATUS:</b>                     | Non Exempt                           |
| <b>VI. GENERAL DUTIES AND RESPONSIBILITIES:</b> |                                      |
- Plans and prepares meals and snacks for children in a children's center according to Child Care Food Program and Head Start standards. Works with teaching staff to plan nutrition education activities for children.

**VII. JOB DUTIES AND RESPONSIBILITIES**

Food Service Duties

1. Prepares and serves attractive, well-balanced meals and snacks which meet the Child Care Food Program guidelines.
2. Labels kitchen so substitutes and volunteers can find food and equipment.
3. Plans meals and snacks within budgetary limits.
4. Keeps records of amounts of food prepared and numbers of individuals served.
5. Purchases and transports groceries and supplies needed and performs various cooking tasks necessary for preparing meals.
6. Keeps accurate and current food supply inventory (including disaster food and substitute meals).
7. Completes equipment inventory annually and notifies Food Program Coordinator of needed supplies or equipment.
8. Washes dishes after meals, cleans kitchen on a daily and weekly schedule, and maintains a sanitary environment.

Classroom Responsibilities

1. Encourages children to "help" during meal preparation as a learning experience for them.
2. Introduces new foods and nutritional information to the children.
3. Works in the classroom as a substitute on any emergency basis when there is a parent or substitute cook available; or as a relief person for teaching staff breaks on an emergency basis.
4. Works with teaching staff to implement nutrition experiences that meet curriculum requirements and relate to classroom curriculum.
5. Works as part of the center team and the Head Start team.
6. Provides nutritional information and recipes to parents and maintains a nutrition bulletin board with information updated monthly.

Additional

1. Submits monthly menu (including nutrition education activities) two weeks in advance.
2. Maintains confidentiality at all times.
3. Attends meetings, training sessions and conferences as required.
4. Responsible for generating, collecting and documenting In-Kind.
5. Align work behaviors in conformance with NCOs Mission, Vision and Values.
6. Further continuous improvement by participating on teams and voluntarily participating on special committees.
7. Work habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences
  - Able to stay focused on the job
  - Takes pride in creating a good work environment
  - Treats co-workers and clients with respect
  - Represents agency/program to the community in a positive light
  - Is able to deal with change
  - Dresses appropriately for the job.
8. Other duties as assigned.

**VIII. JOB QUALIFICATIONS**

Cook I

1. Must have or agree to acquire 6 core college units of early childhood development within 2 years of hiring.

Cook II

1. Must have 6 core units in ECE or Child Development.
2. Must have three years experience as Head Start Cook or in comparable large scale cooking.
3. Proficient in Child Care Food Program paperwork outlined in Cook I Job Description, as determined by Food Program Coordinator and annual performance evaluation.

Cook I-II

1. Must have basic math skills.
2. Thorough working knowledge of large-scale food, preparation and cooking methods.
3. Knowledge of sanitation regulations relating to the handling and preparation of foods.
4. Knowledge of food values and nutrition.
5. Must be able to plan and prepare wholesome, nutritionally balanced meals.
6. Must be able to understand and follow oral and written instructions, and have good oral and written communication skills.
7. Must be able to maintain records and prepare reports.
8. Must be able to work effectively with preschool children, as well as with parents from a variety of socially and culturally diverse backgrounds.
9. Must be flexible and able to meet the daily needs of the program.
10. Must show good judgment, creativity, initiative, reliability and maturity.
11. Ability to work flexible hours for weekend or evening activities as needed.
12. Infant and Child CPR and First Aid training desired.
13. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
14. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and every four years thereafter.
15. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

**PHYSICAL DEMANDS:** Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

**ENVIRONMENTAL DEMANDS:** Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

### **Head Start Cook I – Ukiah & Willits**

\$10.16/hr, 33-40 hrs/wk, 9-10 mo/yr.

Paid holidays, vacation & sick leave. Eligible for benefits after full 3-month waiting period

**Interested applicants must complete an NCO employment application. Applications must be filled out in full to be considered for interview. A resume is desirable but is not a replacement for any part of the application form.**

***Close Date: 6/26/09***

**Mail or deliver completed application to NCO, 413 North State Street, Ukiah, California 95482, FAX: (707) 467-3213.**

NCO is under no obligation to hire from this solicitation.  
North Coast Opportunities, Inc. is an Equal Opportunity Employer.  
Minority, disabled and older individuals are encouraged to apply.

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements.

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