



Celebrating 50 years of Community Action • 1968-2018

**Human Resources Department**  
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## Open Position

<b>Program:</b>	<b>Early Head Start</b>
<b>Position:</b>	<b>Cook I-II</b>
<b>Rate of Pay:</b>	<b>\$ 13.00 - \$14.95 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>33 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution &amp; matching program upon qualifying.</p>
<b>To Apply:</b>	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
<b>Application Closing Date:</b>	Open until filled
<b>Submitting an Application:</b>	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:          NCO, Inc.          Attn: Human Resources          413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213          By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	

*See our Website for full job description details & to print application*  
[WWW.NCOINC.ORG/ABOUT-US/JOBS/](http://WWW.NCOINC.ORG/ABOUT-US/JOBS/)  
*Equal Opportunity Employer*

*We invest in people through community action.*

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>COOK I-III</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>SITE SUPERVISOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

### I. GENERAL DUTIES AND RESPONSIBILITIES

Working as a cooperative and collaborative member of a Head Start (HS) or Early Head Start (EHS) team, facilitates the overall food service function for one or more sites in accordance with Child Care Food Program (CCFP) and Head Start (HS) Standards. Primary responsibilities include planning and preparation of meals and snacks for children and coordinating with teaching staff to plan nutrition education activities for children.

### II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of children enrolled at the site while under HSCDP care.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Works with teaching staff to plan nutrition experiences that relate to classroom curriculum; submits nutrition experience planning forms to Nutrition Coordinator at least one week in advance of scheduled activities. \*\*
4. Plans and prepares meals and snacks using provided menus and CCFP guidelines that incorporate any identified dietary needs and restrictions of the children.
5. Purchases and transports groceries and supplies as needed following established budgetary limits.
6. Maintains an accurate inventory of on-hand food and supplies including “disaster food” and substitute meals. \*\*
7. Ensures service of meals and snacks is done on schedule and in a way that is generally appealing to the children; engages children in meal and snack setup and service as appropriate.
8. Ensures kitchen labels are in place and current so food, supplies and equipment can be easily located by other staff and volunteers as needed. \*\*
9. Completes all required forms and reports related to the kitchen and the food service functions in a timely manner.
10. Maintains a sanitary environment by performing scheduled daily and weekly kitchen cleaning duties.
11. Completes equipment inventory annually and notifies Nutrition Coordinator of needed supplies or equipment. \*\*
12. Works in the classroom to facilitate staff break reliefs or as a substitute as assigned.
13. Provides nutritional information and recipes to parents and maintains a nutrition bulletin board with information updated monthly. \*\*
14. Informs Site Supervisor of all concerns, observations or information provided by a parent or guardian, in a timely manner.
15. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
16. Attends scheduled staff meetings, in-service training sessions and conferences as required.
17. Responsible for generating, collecting and documenting In-Kind.
18. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
19. Work habits:
  - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and program policies and procedures.
  - Is able to stay focused on the job.
  - Takes pride in creating a positive, efficient work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its programs to the community in a positive light.

- Is able to constructively adapt to change.
  - Dresses appropriately for the assigned job duties and responsibilities.
20. Other duties as assigned.

**Additional Cook Duties for EHS Site Assignments**

1. Follows weekly Infant Meal Records to prepare individualized meals for children under 1 year of age.
2. Follows established procedures for bottle sanitation and preparation; breastmilk storage; and mixing and usage of formula.

**Additional Cook III Duties**

1. Responsible for day-to-day operations of food service for two or more HSCDP sites. \*\*
2. Accepts and verifies food deliveries from vendors for long-term storage.

\*\* *Does not apply to Substitutes.*

**III. JOB QUALIFICATIONS**

**Cook I**

1. Must have completed a minimum of 3 core Early Childhood Education/ Child Development (ECE/CDV) units<sup>1</sup>. (Core courses include child/human growth & development; child/family/community or child and family relations; programs/curriculum.)

**Cook II**

1. Must have completed a minimum of 3 core units in ECE/CDV, plus 3 additional qualifying ECE/CDV, Nutrition, Culinary or related field units (as determined by the Nutrition Coordinator)<sup>2</sup>.
2. Must have a minimum of three years of experience as an HSCDP Cook or in a comparable commercial or institutional cooking environment.

**Cook III**

1. In addition to Cook II qualifications must have an additional two years of recent HSCDP cooking experience for a total minimum of five years of experience.

**Cook I-III**

1. Must have math skills sufficient to perform the duties of the position.
2. Must possess a working knowledge of large-scale food preparation and cooking methods as well as related sanitation regulations and practices.
3. A general understanding of food values and nutrition is preferred.
4. Possession of a ServSafe Food Handler or ServSafe Food Manager certification is preferred.
5. Must be able to plan and prepare wholesome, nutritionally balanced meals using provided guidelines and requirements.
6. Must be sufficiently familiar with computers and various common software programs regularly used to perform general duties and responsibilities for this position, including web-based platforms and e-mail.
7. Must demonstrate a willingness to work as part of a team and also be able to work independently.
8. Must have the ability to handle confidential information, documents and sensitive situations appropriately.
9. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
10. Must be able to accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
11. Must have a demonstrated ability to work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds.
12. Must be able to adapt to the changing needs of the program.
13. Able to work flexible hours at occasional weekend or evening activities as scheduled.
14. Head Start Program knowledge and/or Infant and Child CPR and First Aid training are desired.
15. Must comply with regulatory immunization requirements.

16. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
17. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
18. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

<sup>1</sup> Required units may be deferred for not more than 12 months from the date of hire when employee signs a training plan agreement that includes enrollment in and completion of the missing units.

<sup>2</sup> Up to 6 of the required ECE/CDV, Nutrition, Culinary or related field units may be deferred for no more than 12 months from the date of hire.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee is regularly required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee will frequently use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment at the assigned sites can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

### **RECEIVED BY:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINT & SIGN