

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

- I. POSITION TITLE:** **Cook I, II, III**
II. PROGRAM: Head Start Child Development Program
III. REPORTS TO: Site Supervisor
IV. SUPERVISORY RESPONSIBILITY: **Cook I & II-No; Cook III-Yes**
V. FLSA/IWC STATUS: Non Exempt
VI. GENERAL DUTIES AND RESPONSIBILITIES:
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

1. Responsible for the health and safety of children enrolled at the site.
2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.

Food Service Duties

1. Plans, prepares and serves attractive, well-balanced meals and snacks which are within budgetary limits as well as meet the Child Care Food Program guidelines.
2. Labels kitchen so substitutes and volunteers can easily locate food and equipment.
3. Keeps records of amounts of food prepared and numbers of individuals served using program forms as directed.
4. Purchases and transports groceries and supplies needed for preparing meals.
5. Washes dishes after meals, cleans kitchen on a daily and weekly schedule, and maintains a sanitary environment.
6. Maintains an accurate and current food supply inventory (including "disaster food and substitute meals).
7. Completes equipment inventory annually and notifies Nutrition Coordinator of needed supplies or equipment.

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 Cook III Duties

1. Responsible for day-to-day operations of food service for two or more HSCDP sites.
2. Supervises Assistant Cooks.
3. Completes and maintains records of meals produced.
4. Accepts and verifies food deliveries from vendors for storage at Peach Tree Center and coordinates distribution to other HSCDP sites.

Additional Cook I-III Duties

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. 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.
7. Other duties as assigned.

VIII. JOB QUALIFICATIONS

Cook I

1. Must have or agree to acquire 3 core college units of early childhood development within 2 years of hiring.

Cook II

1. Must have 3 core units in ECE or Child Development, plus 3 additional units of ECE/Child Development, Nutrition or Culinary classes. Class selection must be approved by the Nutrition Coordinator and the Site Supervisor.
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 Nutrition Coordinator and annual performance evaluation.

Cook III

1. In addition to Cook I & II qualifications must have a minimum of 5 years HSCDP cooking experience.

Cook I-III

1. Must have math skills sufficient to perform the duties of the position.
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. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must meet program and legal requirements to attain and maintain employment.
15. Must complete a Criminal Record Clearance prior to employment. Any criminal conviction thereafter must be reported to DSS, Community Care Licensing within 48 hours.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and supervise staff.
2. The employee frequently is 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 occasionally 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 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.

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| Program: | Head Start |
| Position: | Substitute Cook I-III |
| Rate of Pay: | \$ 10.94 - \$ 17.00/hr (Depending on Qualifications) |
| Hours: | Varies |
| Benefits: | sick leave. |
| To Apply: | Complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units: please attach transcript copies to your application. |
| Application Closing Date: | Continuous |
| Submitting an Application: | Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: SBrown@ncoinc.org |
| 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 Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements. | |