

Open Position / 2022-2023 School Year

Apply Soon - School Year Begins August 2022

Program:	Head Start Child Development Program – Upper Lake, CA
Position:	Cook I-II Current CA Driver License and Insurance Required
Rate of Pay:	\$16.59 to \$18.61 per hour (Depending on Qualifications) Bilingual Pay Differential Available
Hours:	33 hours per week, 10 months/year
Benefits:	401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan <i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i>
Application Closing Date:	Open Until Filled
To Apply:	A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.
Submitting an Application:	By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

**NORTH COAST OPPORTUNITIES
413 NORTH STATE STREET UKIAH, CA 95482
JOB DESCRIPTION**

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

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) Performance 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.
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 staff meetings, in-service training sessions and conferences as required.
17. Responsible for generating, collecting and documenting Non-Federal Share Match.
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.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies
 - 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.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Is able to effectively 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.

*** Does not apply to Substitutes.*

III. JOB QUALIFICATIONS

Education, Training, and Experience:

- The following education and/or experience criteria are required to qualify for the designated level:
 - ⊖ Level I – Must complete 3 ECE/CDV or Nutrition/Culinary units within 12 months of being hired.
 - Level II – 6 ECE/CDV units or 6 units in Nutrition, Culinary or related field units required.
 - Level III- 6 ECE/CDV units or 6 units in Nutrition, Culinary or related field units required. Responsible for day-to-day operations of food service for two or more HSCDP sites.
- 2 years of experience as an HSCDP Cook or in a comparable commercial or institutional cooking environment required (level II and III).
- ServSafe Food Handler or ServSafe Food Manager certification is preferred.
- A minimum of 15 hours of Child Health and Safety training and maintain a current Infant and Child CPR First Aid certification preferred.

Knowledge of:

- Large-scale food preparation and cooking methods as well as related sanitation regulations and practices.
- A general understanding of food values and nutrition is preferred.
- Math skills sufficient to perform the duties of the position.
- Computer and internet use as relates to the duties of the position; prior use of Microsoft Office 365 preferred.
- Head Start Performance Standards preferred.

Ability to:

- Plan and prepare wholesome, nutritionally balanced meals using provided guidelines and requirements.
- Demonstrate a willingness to work as part of a team and also be able to work independently.
- Handle confidential information, documents and sensitive situations appropriately.
- Good written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
- Interact with others in a culturally and emotionally sensitive manner.
- Accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
- Motivate, engage with, and work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds.
- Work flexible hours for scheduled weekend or evening activities as needed
- Be flexible and meet the changing needs of the program.

Necessary Special Requirements:

- Must be at least 18 years of age.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start Program and a licensed child care facility.

- 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.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.

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.