

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Cook
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: 4
Reports to: Food Service Supervisor

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Designs and prepares meals that are age appropriate and follow the nutritional guidelines established by United States Department Agriculture (USDA) by controlling food preparation, preparing food and following recipes.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Prepares food by:
 - Completing preparation procedures.
 - Ensuring quality and appropriate quantity of food.
 - Completing production records and making adjustments as necessary.
2. Assists in menu planning by:
 - Meeting with Food Services Supervisor and parents to develop menu cycles for infants, toddlers, and preschoolers that are culturally appropriate.
 - Reviewing and modifying menu plans within guidelines.
 - Monitoring popularity of various dishes.
 - Following Registered Dietician plan for children with allergies and special needs to ensure that their needs are met.
3. Orders food and kitchen supplies by:
 - Preparing a list of required food items and other kitchen supplies for the Food Service Supervisor in a timely manner in accordance to Agency purchasing guidelines.
 - Collaborating with Food Service Supervisor and parents in planning weekly food orders.
 - Maintaining inventory and checking food products when they are delivered.
 - Ensuring the use of the First-In/First-Out (FIFO) system of food usage.

4. Maintains a clean and safe environment by:
 - Complying with federal, state, and local sanitation requirements.
 - Following procedures in the use of kitchen utensils and operation of equipment.
 - Instructing or training Cook Assistant in following sanitation and kitchen procedures.
5. Follows outlined USDA regulations by:
 - Documenting the amount of food served daily.
 - Ensuring that all staff provides daily food count in a timely manner.
6. Monitors food quality and presentation by:
 - Tasting and smelling prepared dishes.
 - Viewing color and texture and verifying portion sizes.
 - Checking for proper food temperature.
7. Controls costs by:
 - Adhering to established standards for quality and quantity following USDA and Head Start Standards.
 - Using available and seasonal ingredients.
 - Developing effective methods of utilizing food surpluses and leftovers.
8. Contributes to a team effort by:
 - Participating in interview and selection for cooking staff.
 - Conducting orientation for new staff as needed.
 - Attending team meetings, staff meetings, parent meetings, and other meetings as required.
 - Providing meals during local staff or parent meetings as requested.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
9. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
10. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with OSHA safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Participating in emergency drills and assisting in the evacuation of the children.
 - Collaborating with management staff for the prompt completion of injury investigation, corrective actions, and inspections as required.
11. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

High School diploma or GED with at least one year experience in quantity cooking, particularly for children in the ethnic group being served **OR** a combination of culinary school work **OR** experience cooking in large restaurant or industrial setting equivalent to 24 months education and work experience.

Other Job Requirements:

1. Must have and maintain current food handler's card.
2. Knowledge and implementation of sanitation and safety procedures as well as kitchen equipment operations is mandatory.
3. Ability to develop age appropriate menus reflecting the ethnic culture being served.
4. Ability to pass an agency sponsored physical examination. TB test documented.
5. Experience preparing and cooking meals for children highly desirable.
6. Must enjoy working with and be sensitive to the needs of children & families.
7. Maintain cooperative relationship with staff in discussing and accommodating a child's food requirements.
8. Ability to travel to attend workshops or training.
9. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
10. Current First Aid and CPR cards with infant/child CPR.
11. Must be enrolled in Oregon Criminal History Registry.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some work sites.**
2. Excellent communication and organizational skills.
3. Ability to work and relate positively with children and adults.
4. Excellent supervision/managerial skills.
5. Effective training/development skills Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi

faceted tasks on a frequent basis. Ability to work under stressful situations, ability to organize, and follow directions.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.