

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title:	Cook Assistant
Wage/Hour/Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Pay Grade:	3
Reports to:	Cook
Supervised by:	Food Services Supervisor

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

Name *Date*

Position Summary:

Assists the Cook in purchasing, preparing and delivering food products, cleaning of kitchen facilities, and maintaining sanitary standards in compliance with USDA guidelines, sanitation safety rules and procedures.

Essential Functions:

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

1. Assists the Cook in the operation of the Food Service Program Area by:
 - Preparing a variety of foods that are culturally and age appropriate.
 - Purchasing, preparation and inventory process.
 - Assisting in the maintenance of food service records and other documentation in compliance with USDA regulations.
 - Delivering food service in a safe, healthy and timely manner with the least disruption to the classroom.
 - Maintaining the First-In/First-Out (FIFO) system of food usage.
 - Ensuring food quality by checking for proper temperature of food.

2. Assists in complying with local, state and county sanitation and safety regulations by:
 - Ensuring that the environment for food preparation and service is maintained in a sanitary condition.
 - Keeping the kitchen and storage areas clean and safe, such as dishwashing and kitchen clean up.
 - Maintaining record of food used daily.

3. Maintains confidence and protects agency operations by:
 - Keeping information confidential.

4. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Participating in fire drills and assisting in the evacuation of the children.
5. Contributes to a team effort by:
 - Attending staff meetings, parent meetings, and other meetings as required.
 - Substituting for Cook when necessary.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
6. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

Experience working in meal preparation and planning.

Other Job Requirements:

1. Must have food handler's card or be able to obtain one immediately upon employment.
2. Knowledge of sanitation and safety procedures as well as kitchen equipment operations is highly desirable.
3. Ability to pass an agency sponsored physical examination. TB test documented.
4. Must enjoy working with and be sensitive to the needs of children & families.
5. Ability to travel to attend workshops or training.
6. Current First Aid card and current infant/child CPR.
7. 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. Must perform duties with direct supervision and direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints.

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. Little mental effort required, however must complete tasks in a timely manner.

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.