



Job Title                    Cook  
 Reports to                Health and Nutrition Manager  
 ID                            Laramie County Head Start (LCHS)

Type of position:            Hours 40 / week  
 Full-time – 9/12 months    Nonexempt

**GENERAL DESCRIPTION**

Responsible for the support and coordination of Nutrition Services including the meal service, parent, staff and child education, data tracking and monitoring and community networking systems. Responsible for ensuring that all eligible children and their parents receive the maximum services available linking families, staff and community together. Responsible for providing professional support and following guidelines and policies.

**JOB DUTIES**

The following provides a general description of the Cooks' duties. Cooks assigned to each center will have duties specific to that center or position. The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

**Kitchen Responsibilities**

- Plan, prepare, and cook nutritious meals according to United States Department of Agriculture/Child and Adult Care Food Program (USDA/CACFP) guidelines
- Plan, prepare and cook meals for some parent and community activities
- Coordinate with other cooks to order or shop for food, milk and supplies
- Maintain a sanitary/safe kitchen according to Child Care Licensing and Environmental Health Regulations
- Operate kitchen equipment according to safety instructions

**Record Keeping**

- Plan appropriate menus for age groups birth to five
- Create and distribute menus with updating as needed
- Maintain, organize and document nutrition/kitchen records to meet timelines
- Maintain food, milk and supply order records according to CACFP guidelines
- Maintain inventory of all kitchen equipment, utensils, tools, and food stores
- Maintain accurate attendance records through data tracking program

**General Responsibilities**

- Provide nutrition training and education for staff and parents
- Maintain consistent communication with supervisor, nutrition consultant, food distributors and other component areas
- Provide program coverage in classrooms, front office, and bus, as needed
- Attend and assist in recruitment activities
- Participate in assigned or volunteer committee meetings
- Perform other job related tasks as required

**BSA/Cook floater specific duties**

- Serves as Bus Safety Assistant for 2 bus runs daily, maintaining a safe, learning environment for the children on the bus
- Serves as back-up/substitute in the event of other cooks' absence

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<b>12 month Cook specific duties</b>	
<ul style="list-style-type: none"> <li>- Provides full meal service for EHS classroom as above, including record keeping</li> <li>- Facilitates intakes, Quality Reviews, and referrals as needed in summer months</li> <li>- Assists in cleaning duties for the EHS classroom</li> </ul>	
<b>EDUCATION &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>- High school diploma or GED</li> <li>- Previous experience in the food service industry</li> <li>- Must be able to attain ServSafe certification within one year of employment</li> <li>- Ability to speak Spanish is a plus but not required</li> </ul>	
<b>KNOWLEDGE &amp; SKILLS</b>	
<ul style="list-style-type: none"> <li>- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program</li> <li>- Can communicate with families and others about the importance of health, mental health, and child development services for children's ongoing learning and development.</li> <li>- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics</li> <li>- Knowledge of community resources</li> <li>- Possesses knowledge of effective relationship-building practices, and understands families are vital to children's development and learning</li> <li>- Ability to use a computer to collect, record, retrieve data and prepare reports</li> <li>- Ability to organize and prioritize daily work load and schedules</li> <li>- Experience in human services setting including working with low-income children and families of diverse backgrounds</li> </ul>	
<b>PHYSICAL &amp; ENVIRONMENTAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>— Must possess stamina remain seated for extended periods.</li> <li>— Must occasionally lift and/or move up to 50 pounds.</li> <li>— Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.</li> <li>— Must be able to occasionally tolerate exposure to outside weather conditions.</li> <li>— Must be able to tolerate diverse environmental workspaces.</li> <li>— Must comprehend and interpret written reports of a technical nature.</li> <li>— Must operate a computer, telephone, keyboard and other office equipment.</li> <li>— Must be able and willing to drive in a variety of weather conditions.</li> <li>— Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>— Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.</li> <li>— Responsible for ensuring that children are supervised and ratios are followed at all times.</li> <li>— Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.</li> <li>— Professional demeanor, attendance/punctuality, appearance and hygiene.</li> <li>— Ability to negotiate effectively and utilize conflict resolution skills</li> <li>— Must possess strong intrapersonal, verbal and written skills, and customer service skills.</li> <li>— Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays.</li> </ul>	

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**OTHER REQUIREMENTS CONTINUED**

- Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
- Must complete/pass First Aid and CPR course annually.
- Must design and progress in a professional development plan.
- Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter.
- Must abide by signed Confidentiality and Ethics Statements.
- Must assure that program goals are met.
- Must perform duties with minimal supervision.
- Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
- Must participate in meetings and trainings (including mandatory training periods).
- Must maintain a valid driver's license and be insurable by CALC insurance provider.

**Governing Board Approval**

APPROVED BY  Date 8/20/2015

**Policy Council Approval**

APPROVED BY  Date 8/5/15