

## POSITION SPECIFICATION

**POSITION TITLE:** Cook  
**POSITION CLASSIFICATION:** Non-Exempt Employee  
**SALARY RANGE:** \$15.00 per hour

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### QUALIFICATIONS:

Individuals must have some knowledge of food preparation, kitchen sanitation, and nutrition, and be receptive to training in this area. Should be neat, well groomed, and practice sanitary health habits. Individuals must have a valid Driver's license and transportation. Computer knowledge is desired. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as pre-employment physical and Tuberculin screening and every two years thereafter.

### POSITION SUMMARY:

The person must have transportation for purchasing groceries. Must do comparative shopping for quality and quantity. Cook must follow the menu and standardized recipes that support the Head Start Nutrition Policy and CACFP requirements in a positive approach when interacting with Head Start staff, parents, and children. Also, must be willing to model mealtime behavior as stated in the Head Start Policy. Encourage parent involvement in the kitchen and center. Help with/provide food and nutrition education activities for children and families. **Not eligible for remote work due to the nature of the position.**

### SUPERVISOR:

The Cook is directly responsible to the Nutrition Coordinator, Assistant Head Start Director and Head Start Director.

### CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
3. Assist in the development of a monthly menu with other food service staff and parents which:
  - Conforms to CACFP and Head Start Performance Standards
  - Reflects appropriate foods for children with allergic conditions and/or other specific needs.
  - Reflects the specific nutritional needs of young children from low-income families.
4. Communicate and obtain approval for menu changes from the supervisor to ensure they meet CACFP and Head Start Performance Standards.
5. Purchase groceries on a weekly basis. This includes being able to transport and physically carry groceries. Place orders to the supplier(s) as needed.
6. Prepare all breakfasts, lunches, and snacks following the CACFP guidelines and Performance Standards; ensure the presentation of the meal is inviting and served using child-size dishes and silverware.
7. Be able to lift heavy containers of food/water. Transfer heavy pans from oven to tabletop, as well as transfer heavy pots to sink for draining.

8. Maintain all menu and bookkeeping records necessary for the program, keeping and submitting accurate and complete records required for CACFP according to program deadlines. This includes the daily completion of food production records and Daily Meal Count forms.
9. Maintain the kitchen to ensure that the New York State Department of Health Sanitary Code (14-1) is followed. This includes but is not limited to safe and sanitary food conditions, maintaining and recording proper food and refrigerator/freezer temperatures, proper storage of food, and daily cleaning of stove, refrigerator, and counter spills. This also includes the wearing of a hair retainer/net (depending on the type and length of hair) at **all** times while working in the kitchen area. The Nutrition Coordinator will determine the type of hair retainer needed.
10. Submit CACFP monthly reports and other requested reports to the supervisor and/or main office in a timely fashion. Ensure reports are legible, complete, and identifiable by the center and or classroom.
11. Provide assistance and resources to the center staff and home-based staff in planning and implementing food and nutrition-related activities/workshops for children and families. Provide and/or participate in food and nutrition activities/workshops as appropriate.
12. Engage and interact with the children and staff conducting a nutrition activity at a minimum of once a month.

**GENERAL RESPONSIBILITIES:**

1. Utilizes effective communication skills with individuals to enhance teamwork and have the ability to follow verbal and written instructions.
2. Maintain a presentable and inviting kitchen.
3. Maintain continuing inventories of food and kitchen equipment.
4. Train and supervise volunteers for substitution when necessary. Always have three days of substitution meals stocked.
5. Responsible for attending monthly service area meetings, center staff meetings, and necessary parent and county functions. Be willing to attend out-of-county/overnight training as well as occasional evening functions such as parent gatherings.
6. Be willing to go into homes for home visits as needed.
7. Attend and assist in parent nutrition workshops as needed.
8. Work with staff and parents to plan nutritional activities.
9. Be physically able to fill in for the bus monitor in their absence on a rotating basis with other staff.
10. Support staff will be able to sit in child-size chairs if specifically assigned to classroom duties.
11. Be able to set up a classroom/office which may require having the ability to lift and/or assist with moving heavy objects. Be able to lift or assist with lifting children in excess of 50 pounds. Have the ability to walk, climb stairs, bend, and squat without difficulty.

This job description is not intended to be all-inclusive. The Head Start Food Service Employee will perform other reasonably related business tasks/duties as assigned by the Nutrition Coordinator, Assistant Director, Director and/or as assigned in the Nutrition Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature

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Date

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Print Name

**Revised:** February 23, 2023  
**Policy Council Approval:** March 8, 2023  
**Board of Directors Approval:** March 15, 2023