



Position Description  
Non-Exempt  
Revised 10/18/2018  
Reports to: Food Service & Nutrition Coordinator

ARVAC, Incorporated  
Assistant Cook

**Introduction:** Assist the Cook with production/preparation, food purchases, and service of meals in accordance with established United States Department of Agriculture (USDA) and State guidelines and standards of nutrition, health, and sanitation. This employee will assist in the planning of nutritious meals and snacks for Head Start students, parents and teachers and perform administrative tasks in support of the food preparation process, including documentation maintenance of records. Noise level could be moderate to loud in the center and kitchen and employee must be able to work in close quarters.

**Responsibilities:**

The Assistant Cook is responsible for assisting in the implementation of food services in a Head Start program serving children ages 3-5. Responsibilities include assisting in preparing attractive, USDA-approved meals; keeping the kitchen clean and sanitary according to Health Department ordinances; and maintaining adequate food stocks, kitchen supplies, and food service records.

**Nutritious Cooking:** Prepares nutritious meals that take into consideration children's various cultures and individual nutritional needs.

- Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with USDA guidelines.
- Understands and strictly adheres to health, safety, food handling and sanitation requirements before, during and after meal preparation.
- Follows menu guidelines and adjusts when necessary due to an availability of menu items or an individual child's needs.

The Assistant Cook's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed.

**Food Services**

- Prepare assigned menu and participate in family-style meals with children, volunteers, and staff.
- Work in conjunction with the Cook to monitor family style dining in classrooms and document as appropriate.
- Maintain food service record-keeping and reporting as directed by supervisor.
- Conduct weekly inventory of food and supplies.
- Complete weekly food and supplies order sheets and fax to Headquarters.
- Check food deliveries for accuracy and for good quality. Notify Headquarters when an item is missing or of poor quality.



- Store food and supplies properly. Date all canned, boxed and bagged foods. Use the FIFO method of inventory.
- Monitor and maintain proper food temperatures.
- Monitor and maintain proper temperatures of all refrigerator and freezers.
- Maintain appropriate cleanliness of all kitchen materials and supplies as required.
- Maintain list and be aware of center food allergies and concerns. Prepare alternate menu items as needed for the affected children.
- Assist in delivery of food to classrooms and of dirty dishes from the classroom.

### **General Staff Responsibilities**

- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Maintain confidentiality in regards to staff and family information.
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- Perform any other work-related duties as requested by your supervisor.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.

### Qualifications:

*All team members are expected to be technically competent and committed to continuous development of their skills. The following skills, knowledge, education, or certifications are specifically required for this position:*

### Requirements:

Education: High School diploma or equivalent. ServSafe Certification or obtain such certification within 3 months.

Experience: Experience in purchasing and preparing culturally diverse foods for groups. Knowledge of early childhood nutrition

Personal Qualifications: as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.

Other Requirements: Lift and move heavy and/or bulky objects weighing up to 50 lbs. Basic computer literacy in email usage, word processing and internet navigation. Pass physical examination and all Head Start/licensing required background checks. Maintain current Physical/TB screen requirements. Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.

ADA Requirements (Essential Functions)

Physical Requirements\*

Sitting 4-6 hours/day

Standing 6-10 hours/day

Driving 1-2 hours/day

Walking 3-4 hours/day

Use of telephone 2-3 hours/day

Working under pressure 3-5 hours/day

Working rapidly for long periods 4-6 hours/day

Use of keyboard, computer, printer, fax, copier 1-2 hours/day

Position requires close work; finger dexterity; good vision, hearing, oral communication and critical thinking on a regular basis. May occasionally work longer than 8 hours/day.

• Cognitive or Mental Requirements:

The following cognitive or mental requirements are necessary on a daily basis: Critical thinking; Reading; Writing; Mathematics; Accounting Practices, Drawing conclusions from written or computer generated materials; Analyzing data or report information; Creating methodologies for accomplishing a goal; Conducting research; Implementing recommendations by coordinating persons and/or other resources; Developing plans, procedures, goals, strategies, or processes; Directing activities of others to accomplish a goal; Clear verbal articulation. Successful experience working in a team setting;

Additional Requirements:

Ability to present a positive image of the organization to members of the community; Ability to work with the Teacher to plan, organize and implement position responsibilities effectively, providing input; Visual and auditory acuity within professionally determined normal ranges, with correction if need; Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder; Must be able to travel; Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;

Working Environment Indoors, standing for majority of the day. Possible exposure to blood and bodily fluids or tissues; Possible exposure to communicable diseases; Job requires standing for long periods of time, as well as stooping, squatting, and running; A moderate amount of driving is required.



Additional Notes

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employer. This document is subject to change at any time.

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Staff Signature Date

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Supervisor Signature Date

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