

POSITION DESCRIPTION

Title:	Cook
Service Area:	Nutrition Service
FLSA:	Non-exempt
Reports To:	Site Coordinator and/or Nutrition Coordinator

Position Summary: To execute the overall nutrition programs as specified in the Nutrition Services work plans, Performance Standards and as specified in the Department of Education Child and Adult Care Food Program standards.

Essential Functions:

1. Order, prepare and serve food and necessary meals according to approved menus.
2. Maintain and implement all sanitation and safety procedures as stated by the Allegheny County Health Department and other governing agencies.
3. Maintain accurate inventory, food work sheets, meal counts and other record keeping in compliance with Nutrition regulations.
4. Work in conjunction with Site Coordinator and Child Service Manager to provide food experiences and nutrition lessons that will provide the children and their families with opportunities to foster sound nutritional habits.
5. Must be able to lift 40 pounds and be able to push 80 pounds.
6. Assist in ensuring the kitchen and all equipment is kept in good condition and working order.
7. Deliver meals to floors/classrooms.
8. Monitor special food needs of children and plan accordingly.
9. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities can change at any time, with or without notice.
10. The ability to travel to other sites if necessary.

Other Responsibilities:

1. Perform other duties as assigned.
2. Participate in training, meetings, recruitment efforts, and conferences as required by Coordinator and/or funding source.

Education, Experience and Skills Required:

1. Ability to read, write, speak, and understand English well.
2. High School Diploma or GED.
3. Previous experience in food service 1-2 years.
4. Ability to work independently.
5. Knowledge of the CACFP regulations.

Other Requirements:

1. Initial physical exam and Tuberculin test.
2. Background checks as required by law and Head Start standards.
3. I-9 proof of employment eligibility.
4. Current CPR and First Aid certificate.
5. Current ACHD Food Safety Certification
6. COVID 19 Vaccine required per Head Start Standards.
7. CACFP Civil Rights Training.