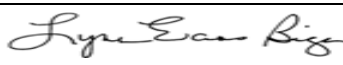


Position: COOK	Effective Date: July 2019
Service Area: Nutrition	Revised:
Reports To: Center Manager	Approval Signature: 
Classification: Operations Support I	Status: Full Time, 10-Months; Eligible for Overtime Pay

Position Purpose: Prepare nutritious and attractive meals for the children and the staff according to a pre-arranged menu which meets the nutritional needs of each child as specified by the Child and Adult Care Food Program and Head Start. Participate in nutrition education activities with the teaching staff and maintain appropriate standards of cleanliness and proper food storage and preparation as outlined in the Head Start Performance Standards.

Qualifications:

- High School Diploma or GED
- Two Years' Experience in Food Service Preparation in an institutional setting

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift and carry at all times a minimum of 45 lbs., generally food and other supplies.
- Must possess manual dexterity to operate and clean standard institutional equipment.
- The ability to distinguish colors.
- The ability to taste and smell food.
- This position requires the ability to stand for extended periods of time.
- The ability to climb, bend and stoop. This position requires the ability to perform repetitive bending and stooping to operate standard institutional equipment.
- The ability to tolerate standard cleaning solutions used in the childcare environment and food service environment such as choline bleach.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to written comprehension, problem sensitivity, oral comprehension, oral expression, speech clarity and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.
- Ability and willingness to travel on a regular basis to, but not limit to, local destinations including: Food stores/ markets in order to purchase necessary food items; Other LCHS Head Start centers to provide nutrition services, as necessary/requested, at a site other than the home base.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Nutrition Services

1. Prepare all meals served at the center including breakfast, lunch and snack to meet standards for:
 - a. Nutritional quality - proper method and timing;
 - b. Recommended amounts - food servings apportioned for the children;
 - c. Variety - color, shape, texture, flavor, cultural and ethnic preferences;
 - d. Safety - proper storage, preparation and service;
 - e. "Family Style" meal service; and
 - f. Attractive presentation.
2. Exercises care in the proper receiving and storage of food by:
 - a. Examining food when delivered to see that it is free from spoilage or contamination;
 - b. Storing food at temperature, particularly perishables at all times;
 - c. Using tight, properly labeled containers, stored six inches above the floor to protect from insects, rodents and other contaminants;
 - d. Proper rotation of food; and
 - e. Proper thawing of frozen foods prior to meal preparation.

- 3. Practice proper sanitation and personal hygiene by:
 - a. Keeping the kitchen work areas, floor, equipment and utensils clean;
 - b. Following dishwashing procedures;
 - c. Observing sanitation guide set up for HS centers;
 - d. Keeping self and clothes clean, including smocks, apron, hair covering and shoes;
 - e. Following correct hand washing procedures; and
 - f. Obtaining the required physical examination.

- 4. Observe established purchasing procedures as outlined in the *LCHS Operations Manual* by:
 - a. Completing monthly inventory of all food and supplies on hand;
 - b. Preparing monthly purchase orders for staples and sending to vendor in a timely manner;
 - c. Preparing weekly market orders for perishables and contacting vendors to assure timely delivery;
 - d. Purchase all food supplies required for special activities;
 - e. Documenting all store purchases thoroughly by listing all items and attaching receipts to market orders; and
 - f. Notifying Nutrition Specialist when equipment repairs or replacements are needed.

- 5. Maintenance of records:
 - a. Maintain records of meals served, menu substitutions, menu usage, inventories, equipment temperatures, market orders, receipts, bills and receiving copies of purchase orders for all incoming services and supplies; and
 - b. Submit all records to the Nutrition Specialist for approval and payment on a regular basis.

- 6. Prepare food for special functions when requested by Center Manger and/or Nutrition Specialist.
- 7. May at times through the course of employment be required to provide nutrition services at another HS center, if necessary and when requested.
- 8. May at times through the course of employment be required to purchase needed food items requiring travel to local markets.

Data Management: Collection and Data

- 1. Adhere to policies and procedure for specific data management in all job responsibilities to perform accurate and timely input/retrieval/ monitoring of specific data management systems, including, but not limited to: LCHS email system, Google Drive/Google Docs, Child Plus/HS program management software.
- 2. Maintain accurate records as required and meet established time tables for record keeping and reports.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures. I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____