

POSITION DESCRIPTION

Title: Cook

Reports To: Center Supervisor/Teacher

Location: Yreka & Happy Camp Centers

Salary: \$8.50 to \$9.19 per hour, DOE

Classification: Non-Entry Level, Regular – Part Time, Non-Exempt

Summary: Under the direct supervision of the Teacher/Center Supervisor, shall provide support in the nutrition component of the Head Start Performance Standards and Child Adult Care Food Program, involving shopping, ordering supplies for preparation and maintenance of the food service at the center. Cooking, cleaning, submitting reports to the Head Start Administrative Office. Follows detailed instructions and procedures in accomplishing assignments.

Responsibilities:

1. Must adhere to the sanitation and safety requirements of the nutrition component of the Indian Health Services (IHS) Environmental Health Survey, Food Handlers Permit regulations and Head Start Standard regulations. Including the proper storage of food and supplies.
2. Must attend training conferences/workshops to keep abreast of the current nutritional requirements.
3. Must participate in center planning meetings and assist staff in planning and conducting nutrition activities.
4. Must provide safety at all times for children to help prevent choking, burns and food borne illnesses. Must have knowledge of children's food allergies.
5. Must provide and permit parent involvement in the nutrition program, with a current TB test.
6. Must implement cultural foods into the menu and utilize parents as a resource.
7. Must prepare food and supplies for field trips. Attends all field trips that provide meals to facilitate food distribution and assist staff.
8. Must maintain kitchen in an orderly fashion and keep sanitary and free of clutter at all times. Cleans kitchen appliances, food service equipment, floors, countertops, and tables, cleans stove/oven, refrigerators, freezers, cupboards, pantry, shelves, floors and walls.
9. Must be available for local and out of area travel for job related training and meetings, must attend all required meetings and functions as requested.
10. Must be willing and able to adhere to a flexible work schedule Tuesday through Friday.
11. Other job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to be flexible and manage time well, working at times under stressful conditions with an even temperament.
3. Have the ability to establish and maintain a harmonious and positive working relationship with staff, parents, children and the community.
4. Must be able to follow verbal and written instructions.

Requirements:

1. Must possess a high school diploma or equivalent.
2. Must possess a current Food Handlers Certificate through the Department of Public Health or Indian Health Services (I.H.S.) or be willing to obtain one within 6 months of hire.
3. Must have knowledge of the California Child Care Food Program requirements and Early Childhood Nutrition requirements.
4. Must have the ability to judge food quality when it comes to purchasing, cooking and preparing meals.
5. Must have the ability to know proper cooking terms, and the use of kitchen utensils and equipment.
6. Experience in performing cook duties, including some baking for small and large groups.
7. Experience in sanitary janitorial service.
8. Must have good time management skills and sound decision making.
9. Ability to complete forms, reports and daily logs within specified time constraints.
10. Must be able to read and write clearly and be proficient in basic math skills.
11. Must possess a valid driver's license, good driving record, and be insurable by the KCDC insurance carrier.
12. Must submit to an initial TB test and a medical examination and on-going once every year.
13. Must sign the Karuk Head Start Employee Conduct and Confidentiality Document.
14. Must successfully pass a pre-employment drug and alcohol screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council/KCDC Board Approved: June 2007

Chairman's Signature: _____

Employee's Signature: _____