

POSITION	COOK I
CLASSIFICATION	Non-Exempt
COMPENSATION	Level T
SUPERVISORY CONTROL	Health/Nutrition Coordinator or Assistant Health/Nutrition Coordinator
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES	
Prepare and serve meals and snacks according to Child and Adult Care Food Program (CACFP) and SUMCD guidelines.	

QUALIFICATIONS

EDUCATION & EXPERIENCE: Required: High school diploma or GED and cooking experience	KNOWLEDGE & SKILLS Required: <ul style="list-style-type: none"> • Cooking ability • Willingness to learn
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Prepare and serve meals and snacks for the Early Head Start and Head Start programs.
2. Follow all safety and sanitation requirements.
3. Participate in menu planning.
4. Keep all necessary records.
5. Conduct meal count during meal and snack time.
6. Purchase and order all food and supplies:
 - a. Requisition available food/supplies from agency warehouse.
 - b. Purchase other necessary food/supplies from local vendors, and submit charge slips/receipts.
7. Make substitutions when necessary.
8. Provide families with guidance on food preparation and management and good nutrition.
9. Involve children and parents in kitchen activities.
10. Help in center activities when possible.
11. Attend staff meetings.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child-size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 30 pounds on flat surfaces; lift and carry 30 pounds; reach to shoulder height; balance in unpredictable environment with obstacles; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 and 90 degrees and in outside temperatures between

25 and 95 degrees; finger dexterity to be able to write, type, manipulate toys, cooking activities; exposure to noise that is typical in a classroom setting; drive a vehicle.

MENTAL REQUIREMENTS

Effective English communication skills verbally and in writing, including both expressive and receptive skills

Ability to follow a recipe and calculate increases and decreases in food quantities

Creativity in food service

Effective time management

Mental flexibility

Judgment that results in sound decisions

Initiative and resourcefulness in meeting job requirements and providing healthy meals

EMOTIONAL REQUIREMENTS

Motivation and self discipline to learn independently

Patience

Interpersonal skills that support constructive workplace relationships and teamwork

Manage repetitive food preparation and clean up tasks without experiencing undue stress.

Maintain energy and display enthusiasm for work.

Maintain professional boundaries with other employees and with children/families.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection, and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date