



HOPI HEAD START PROGRAM

COOK

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possesses the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for planning, preparing, and serving meals to students and staff at the Head Start Centers and assisting with nutrition education.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Responsible for daily preparation/supervision of regular and special nutritional diet foods in accordance with the Child and Adult Care Food Program Requirements; responsible for completing and submitting timely all food purchase requests.
2. Maintains daily recording of meals served to children at point of service; prepares and submits required monthly narrative and statistical reports to be submitted to Arizona Department of Education (ADE).
3. Develops nutrition lesson plans and conducts educational presentations to students, staff and parents.
4. Cleans and sanitizes, on a daily basis, all food preparation equipment and kitchen areas to ensure safe and operable condition in compliance with the Environmental Health Standards; conducts yearly inventory of kitchen supplies and equipment.
5. Supervises the Assistant Cook; establishes and conducts annual employee appraisals, provides guidance, coaching, mentoring and proper work methods & techniques; recommends or provides training; recommends personnel actions as necessary.
6. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
7. Performs other related duties as assigned and authorized to achieve the scope of the work and program goals and objectives.

COMPLEXITY: The incumbent is under general supervision and line authority of the Health & Wellness Coordinator. The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Health & Wellness Coordinator. The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, children, parents, grandparents, guardians, supervisor, food vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate the delivery of services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching and reaching and lifting moderately heavy objects in excess of 15 lbs. The work involves moderate risks or discomforts, requiring safety precautions

