



COOK

Head Start Program

Reports To: Health & Wellness Coordinator
Salary/Hourly Range: 22
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 03/05/2019

INTRODUCTION

The 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 children and staff at the Head Start Program and provides nutritional education.

The incumbent is under the direct supervision of the Health & Wellness Coordinator. The incumbent uses initiative in carrying out recurring assignments independently, but refers problems and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

Contacts are typically with infants/toddlers, preschool age children, parents, staff, general public and other agencies within/outside the immediate work area. The purpose of these contacts is to exchange factual information, coordinate the delivery of services and establish a network of resources.

KEY DUTIES AND RESPONSIBILITIES

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

1. Prepares a monthly menu as well as daily breakfast, lunch and snacks of regular and special nutritional diet foods in accordance with the Child and Adult Care Food Program.
2. Completes and submits timely food purchase requests.
3. Develops nutrition lesson plans and provide nutritional activity with infants, toddlers & preschool aged children.
4. Conducts inventory of supplies for purchase of food and snack items in accordance with the approved menu.
5. Responsible for discarding all potentially hazardous food in refrigerator and rotating stocked food to ensure food is used before expiration or "use by" dates or within the maximum number of days for safe consumption.
6. Cleans and sanitizes on a daily basis, dining area and all food preparation equipment and kitchen areas to ensure safe and operable condition in compliance with the Environmental Health Standards.
7. Responsible for implementing and maintaining all applicable rules and regulations in the food preparation area and dining area.
8. Responsible for occasionally driving to pick up food supplies at local vendors.
9. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
10. Performs other duties as assigned or authorized by the supervisor to achieve the scope of work and program goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, material and practices of volume food preparation;
- Knowledge of refrigerator and freezer temperatures;
- Knowledge of food preparation and health regulations/standards;
- Knowledge of food nutritional values for menu planning;
- Knowledge of developing nutritional activities for children in care;
- Knowledge of inventory and ordering methods;

- Skill with use of large kitchen equipment, utensils, tools and operating equipment and machines;
- Verbal and written communication skills to conduct presentations and prepared required reports;
- Ability to compute simple mathematics;
- Ability to properly store, prepare and serve food in a manner that prevents the spread of disease;
- Ability to follow written and verbal instructions;
- Ability to communicate effectively both in verbal and written form;
- Ability to understand and adhere to Food and Nutrition Unit Guideline/Rules and Regulations;
- Ability to establish and maintain effective/professional working relationships with children, parents, staff and the public;
- Ability to maintain accurate records.

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 25 lbs. The work involves moderate risks or discomforts which require special safety precautions, i.e., working around sharp objects and operating electrical equipment/machines. The incumbent is required to wear protective clothing such as hair net, apron, gloves, etc., as required by the Department of Health. Occasional travel on/off the reservation may be required.

MINIMUM QUALIFICATIONS

Education: High School graduate or GED Equivalent;

AND

Experience: Two (2) year's work experience in instructional or commercial food service;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must possess or obtain within ninety (90) days of hire, a food handler's card and maintain certification throughout employment.
8. Must possess or obtain within ninety (90) days of hire, a First-Aid and CPR card and maintain certification throughout employment.
9. Must satisfactorily complete an annual physical examination (including tuberculosis screening).

DESIRED QUALIFICATIONS

- Prior work experience with pre-school age children.
- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.