

**Missouri Valley Community Action Agency**

Cook

**Department:** Head Start  
**Reports To:** Center Coordinator  
**Supervises:** n/a

**Classification:** Non-exempt  
**Revision Date:** 7/28/16

**Summary**

The Cook is responsible for the overall food service, ordering, and prepping, following established procedures and guidelines and provide educational support around nutrition.

This position promotes and provides opportunities to staff to embody the agency mission which is "To Engage Communities and Focus Resources to End Poverty". Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare and serve well-balanced, nutritious meals in large quantities within menu requirements, following established recipes
2. Maintain accurate CACFP records
3. Provide guidance to food service volunteers
4. Share information with appropriate staff concerning the enrolled children's dietary needs
5. Maintain equipment and supplies used in the kitchen and dining area
6. Conduct kitchen equipment and food inventory
7. Complete production records for each meal to ensure an adequate amount of food is prepared to meet nutrition guidelines
8. Monitor and participate in meals served and tooth brushing program
9. Participate in annual menu planning
10. Act as nutrition educator, providing nutrition education to families
11. Participate in scheduled center staff meetings
12. Maintain a clean and sanitary food prep area
13. Complete and document weekly and monthly cleaning duties
14. Plan and conduct two food activities a month with the input and support of the teacher
15. Plan and conduct daily nutrition education with children
16. Pass the ServSafe certification class within two years of hire
17. Develop weekly grocery list and purchase necessary items that can not be ordered through the vendor
18. Maintain confidentiality concerning a child's files and health needs

**Supervisory Responsibility**

n/a

**Competencies**

1. Ability to use and interpret cooking measurements tools
2. Well rounded communication skills that include verbal and written
3. Promote a positive work environment
4. Ability to work with a wide range of diverse populations and cultures
5. Demonstrate ability to manage time effectively
6. General computer knowledge

### **Work Environment**

Most work will be completed in the kitchen of the assigned center.

### **Physical Demands**

Limited physical demands. Ability to lift food items up to 15 lbs, i.e. #10 cans, bulk meat items, large boxes of fruit and vegetables, etc. Ability to transfer large pans of food in and out of the oven safely. Ability to sweep and mop kitchen floor on a daily basis. Ability to lift a child in the case of an emergency..

### **Position Type and Expected Hours of Work**

Typical work hours will be one-two hours before breakfast is served to one hour after the last meal. Friday is considered a cleaning/planning day without children in the center. 30-40 hours per week depending on need.

### **Travel**

Little travel is required with the exception of trips to local grocery stores and staff meetings.

### **Required Education and Experience**

High School Diploma or GED

### **Preferred Education and Experience**

Experience with food ordering and preparation

### **Additional Eligibility Qualifications**

Negative results of initial and random drug testing

Acceptable results from the Family Care Safety Registry background screening

Complete a Physical and TB test within 30 days of employment

Maintain working phone

### **Expectations**

All employees will perform duties with a focus on safety and wellness

All employees will adhere to agency policies and code of ethics

### **Work Authorization/Security Clearance**

Verification of identify and authorization for employment in the United States must be verified (Form I-9 completed)

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EEO Statement**

Missouri Valley Community Action Agency (MVCAA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**Signatures**

This job description has been approved by:

Department Director \_\_\_\_\_

Human Resource Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_