

Economic Security Corporation Job Description

Job Title: Cook
Division: Head Start
Reports To: Area Supervisor
FLSA Status: Non-exempt
Revision Date: August 10, 2015
Job Classification: Grade 2

SUMMARY

The Cook prepares and cooks family style meals and snacks for enrolled children. Purchases food, maintains records, and performs other cleaning and sanitation duties. Ensures compliance with Missouri Child Care Licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follows directions in preparing large volumes of food in specified time.
2. Works with Nutrition Services Coordinator to plan necessary changes to existing menu.
3. Inventories, orders, and receives items from third party vendors.
4. Coordinates with teachers to make food service arrangements for special events and nutrition experiences.
5. Prepares meals for parent meetings/trainings.
6. Ensures that all food prep areas are thoroughly cleaned and sanitized at all times.
7. Turns in reports and receipts to central office in a timely manner.
8. Monitors meal times to guarantee meal counts are done at point of service.
9. Seeps and mops the floors every day and more frequently as needed.
10. Assists in sanitation of classroom toys.
11. Provides assistance to classroom staff before, during, and after meal time.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

Basic personal computer skills

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess valid driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements. Must complete at least 12 clock hours of approved training per year.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle or feel; and taste or smell. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to walk and climb or balance. The employee must frequently lift and/or move up to 50 pounds. The employees is regularly required to moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and extreme heat. The working conditions are well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name