

## **Economic Security Corporation**

### **Job Description**

**Job Description:** Cook's Helper  
**Division:** Head Start  
**Reports To:** Area Supervisor  
**FLSA Status:** Non-exempt  
**Revision Date:** August 10, 2015  
**Job Classification:** Grade 1

#### **SUMMARY**

The Cook's Helper assists the Cook in preparing daily meals and snacks and cleaning the kitchen. 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. Assists the Cook in preparing breakfast, lunch, and snacks each day in accordance with the menus.
2. Ensures that dishes, utensils, cleaning tables, sinks, countertops, oven, refrigerator, window seals, walls, doors, freezer, dishwasher, and other appliances are thoroughly cleaned and sanitized according to instructions.
3. Sweeps and mops the floors every day and more frequently when needed.
4. Substitutes for the Cook in their absence and assists with parent activities and trainings.
5. Monitors the classroom during meal time.
6. Ensures that all food prep areas are thoroughly cleaned and sanitized at all times.
7. Assists in sanitation of classroom toys.

#### **SUPERVISORY RESPONSIBILITIES**

This job has 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**

Less than high school education; or up to one month related experience or training; 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 group situations 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.

### **COMPUTERS SKILLS**

Basic personal computer skills

### **PLANNING/ORGANIZATION**

Ability to handle multiple tasks simultaneously.

### **CERTIFICATES, LICENSE, REGISTRATIONS**

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 accommodation 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.

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Employee Signature

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Date

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Employee Name