

Community Action Partnership of Greater St. Joseph Job Description

Title: Cook
Reports To: Health & Nutrition Coordinator
Updated on: July 8, 2015
Location/Department: Main Office
Approved By: Policy Council July 21, 2015

POSITION SUMMARY

Prepare meals and maintain confidentiality. May also be required to clean center or serve as a bus monitor.

ESSENTIAL FUNCTIONS OF THE POSITION (If an individual is qualified to perform essential functions of the position, except for limitations caused by a disability, CAPSTJOE will consider whether the individual could perform these functions with a reasonable accommodation)

1. Establish and maintain a clean, safe, healthy, positive and comfortable learning environment.
2. May be rotating between classrooms/centers as needed, or interacting one-on-one with a child.
3. Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication.
4. May be asked to collaborate with appropriate staff to ensure delivery of goals as stated on child's IEP (children ages three to five) or IFSP (children ages birth to three) for children with a diagnosed disability.
5. Agrees to meet Federally mandated job requirements within the Federally mandated time frame.
6. Demonstrates knowledge of and commitment to CAP Policies and Procedures, professional standards and Head Start Performance Standards.
7. Staff must physically interact with children on their level, which includes moving and reacting quickly when necessary to ensure the safety of children.
8. Maintain current staff files to be in compliance with Missouri Child Care Licensing regulations.
9. May be asked to attend monthly center parent meetings/family activities. Can assist in a variety of ways including planning, child care, food preparation, leading activities, assisting parents and clean up.
10. Purchase food for their Center
 11. Accurately completes records, reports and all required paperwork by established deadlines.

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12. Prepare/serve “family style” meals and snacks according to established menus.
13. Document menu substitutions that meet/exceed CACFP and Head Start Performance Standards.
- 14.
15. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS REQUIRED

Professional

- Accurately completes records, reports and all required paperwork by established deadlines. Records, reports and paperwork must be in compliance with CACFP
- Employees are expected to maintain good grooming and personal hygiene practices.
- Maintain and follow approved sanitation, health, safety and Licensing practices for the center. Maintain food service equipment.
- Ability to work independently, with others and as a team member.
- Computer skills.

Education

- Required: High school diploma, GED with 1-2 years experience in the food service industry
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Physical/Environmental

- Must be 18 years of age
- Must pass a physical and drug/alcohol test
- Physical ability to interact with children on their level.
- Must be able to lift up to 50 pounds.
- Physical and tine test (TB) immediately upon employment. Obtain a physical every other year
- Must be able to stoop, bend, sit and stand for extended periods of time.

Safety Training Requirements

- Fire Extinguisher
- Emergency Preparedness Procedures
- Maintain and update CPR/First Aid certification
- Blood borne pathogens, communicable diseases, hand washing