



**Job Title:** Assistant Cook  
**Department:** Early Head Start  
**Reports To:** Head Cook

**Status:** Full-Time/ Non-Exempt  
**Schedule:** 40 Hours/Week  
Monday-Friday

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### **Mission Statement:**

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

### **Job Summary:**

The Assistant Cook supports the Cook by performing various tasks related to meal preparation. The role requires maintaining cleanliness, assisting in the cooking process, and ensuring the kitchen operates efficiently. The Assistant Cook is expected to accept training related to food preparation and cooking so that he/she may substitute for the Cook when agreed or when required (in the event of an emergency).

### **Duties and Responsibilities:**

#### **Food and Meal Service**

- Assist Cook in preparing food as needed.
- Arrange tables for lunch and snack times, in accordance with the needs of the children's groups.
- Distribute dishes, cutlery and food to children's groups.

#### **HOUSEKEEPING**

- Perform cleaning tasks such as dusting, washing windowsills, furniture, and play equipment, cleaning bathrooms and storage closets.
- Clean eating areas before and after lunch and snack times.
- Wash dishes and utensils according to sanitary practices.
- Assist with placing and picking up children's cots, if assigned.
- Remove kitchen garbage to outside receptacles, clean containers.
- Care for cleaning equipment used.

#### **RECORDS AND SUPPLIES**

- Keep inventory of and distribute sanitary supplies.
- Inform director of needed sanitary and cleaning supplies and needed repairs and replacement of cleaning equipment.





Other related duties, as assigned, consistent with the above.

**Additional Responsibilities:**

- Support classroom nutrition and cooking activities

**Cooperates in total staff effort designed to improve the center's services:**

Participates in periodic individual conferences and regular staff meetings as scheduled by the Education Director to discuss improvement of services. Participation in staff and parent events and attendance in parent's meetings are also encouraged but not required, as a means of promoting a feeling of total staff unity and providing opportunities for informal exchanges of information between parents and total staff.

**Job Specifications:**

*Requirements:*

- High School diploma or GED
- Previous related experience in food preparation (preferably in large quantities), dishwashing and housekeeping
- Comply with CACFP guidelines.
- Ability to read and write in order to follow written menus and recipes. Ability to keep simple inventory of supplies on hand as needed.
- Friendly, cheerful personality and ability to maintain cooperative relationships with other staff, children, parents and visitors of the center.
- Support Cook in creation and testing of new menu items.

**Physical Requirements:**

- Ability to stand for extended periods and lift up to 35 pounds.
- Ability to work frequently bending, kneeling, reaching, and climbing ladders.

**Salary: \$40,000.00**

*CHCF offers a comprehensive employee benefits package*

*CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.*

