



Job Title: Cook
Department: Early Head Start
Reports To: Education Director

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

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 Head Start Cook is responsible for the daily production of nutritious, child-friendly meals that meet the requirements of the Child and Adult Care Food Program. The Cook will ensure the kitchen operates in a clean and sanitary manner according to Health Department standards and maintain adequate food stocks, kitchen supplies, and service records. Additionally, the Cook is responsible for the supervision and training of other staff assigned to kitchen or food service responsibilities.

Duties and Responsibilities:

FOOD

- Prepare, cook and service food according to recommended practices.
- Follow weekly menus made in consultation with the Education Director. Confer with director when menu changes are indicated, e.g., necessary substitution.
- Apportionment of food for children's groups according to need.
- Make local food purchases when necessary.

HOUSEKEEPING

- Wash dishes and utensils according to sanitary practices.
- Keep kitchen and storeroom in a clean, sanitary and orderly condition, e.g., range sink, refrigerator, cupboards.
- Keep kitchen equipment and utensils in good condition.
- Place kitchen garbage in designated covered receptable.
- In the absence of a helper, the cook shall wash dishtowels and food carts.

Additional Responsibilities:

- Support classroom nutrition and cooking activities
- Train kitchen volunteers and support staff as needed





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; in addition to shopping, menu planning, record keeping, and food safety sanitation.
- 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.
- Ability to change director as priorities shift

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: \$50,000.00

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.

