

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Child Development Program
Job Description

Date: April 2013

Exposure Determination Category: 3

Salary Grade: 3-5

Chart: 1 Non- Exempt

Job Title: Assistant Cook

Reports to: Cook

Areas of Responsibility: Assist in preparing meals for children, staff and volunteers in accordance with Dept. of Health & Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and Child & Adult Care Food Program (CACFP). Maintain kitchen following the proper health and sanitation guidelines.

Major Duties:

1. Assist in preparation and service of meals for children, staff and volunteers
2. Arrange efficient, timely and sanitary delivery of food to Head Start center.
3. Wash and sanitize dishes for Head Start room and make available to staff prior to mealtimes.
4. Follow daily, weekly and monthly cleaning schedules to uphold required health and safety standards
5. Assist in completing paperwork and record keeping of nutrition component
6. Be able to take over the Head Cook responsibilities in his/her absence.
7. Assist in maintaining food service equipment in working condition.
8. Maintain confidentiality regarding program, children, families and staff.
9. Communicate in a positive and proficient manner.
- 10.
11. Participate and contribute to support a quality program through participating in team meetings, training and program assessment.
12. Model positive regard for program in the community.
13. Perform other duties as assigned.

Working Conditions:

- Kitchen environment 95%
- Meetings/trainings 5%
- May work some evenings and weekends for meetings or trainings

Physical Requirements:

- Must complete health physical upon entry to program and yearly physical.
- Must be able to lift 50 lbs.
- Must be able to operate and maintain kitchen equipment.
- Physically able to carry and lift food totes.

Minimum Qualifications:

Grade: 3

1. Must be 18 years of age.
2. High school equivalency (GED).
3. Experience in food sanitation, food safety and serving nutritious foods.

Grade: 4

1. Meet the minimum requirements above;
2. Three years' experience or specialized training.

Reviewed by Human Resource Director: _____
Signature Date

Reviewed by Program Director: _____
Signature Date