

Cen-Tex Family Services, Inc.
Position Description – EHS/HS Cook

Job Title: EHS/HS Cook
Department: Head Start (HS) and/or Early Head Start (EHS) Programs
Supervisor: Site Director
FLSA Status: Nonexempt
Job Classification: Regular, Full- year (may be full or part-time)
Grade/FTE/Range: Grade 2, 100% FTE = \$16,459 - \$24678
Hourly Rate = \$7.91 - \$11.86
Prepared Date: Revised for 2/10 COLA 2/10; Revisions approved 3/18/10

SUMMARY

The Cook is responsible for supporting center food services by: purchasing food and related supplies; preparing meals and snacks; cleaning and maintaining food services areas of the HS and EHS Center; and assisting with cleaning the center.

ESSENTIAL DUTIES

All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, CACFP and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Prepare meals and snacks in accordance with guidelines for the number of persons to be served and following established menus.

Keep all areas of the kitchen clean and sanitized according to applicable standards.

Serve meals and snacks.

Wash and sanitize dishes, tools and utensils used in preparation and delivery of food services.

Wash and disinfect children's toys.

Wash, dry, fold and store service delivery laundry for Early Head Start services. (bedding, etc)

Assist the teaching staff in cleaning the center, which may include cleaning bathrooms, mopping, washing/disinfecting surfaces, etc.

Prepare bleach/water disinfectant daily for use throughout the center following agency procedure.

Maintain food services supplies and equipment.

Complete meal services related records and accounts in accordance with standards, policies and procedures.

Shop for groceries and related supplies on a weekly basis, including: traveling to the store; transporting purchases back to the HS and EHS Center; and unloading and storing purchases.

Participate and assist children and staff with family style meal services while demonstrating age appropriate interactions with the children and modeling best practices to support healthy nutrition practices.

Support agency classroom policies and procedures in interactions with children, families, and co-workers; including utilizing positive guidance and demonstrating an understanding of age appropriate activities.

Participate in (attend) and provide support for center Parent Meetings and approved parent activities. Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families and supporting center operations.

Ensure confidentiality of agency and family information assigned to position.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned

SUPERVISORY RESPONSIBILITIES

This position usually has no supervisory responsibilities, but may supervise an Assistant Cook.

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age for persons driving a vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Class C Driving is required for this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

Must be able to pass a criminal history check performed through the Texas Department of Family and Protective Services.

EDUCATION and EXPERIENCE

High School Diploma or General Education Degree (GED); and a minimum of six months related experience.

LANGUAGE SKILLS

Preferred requirements: Bilingual in Spanish and English preferred.

Minimum requirements:

Ability to communicate in the following methods in English:

Read and comprehend simple instructions, short correspondence, recipes, HS Performance Standards and memos;

Write simple correspondence; document purchases; document meal services delivered.

Effectively present and receive information one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and food preparation measurements (i.e. ounces, cups etc).

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Infant, Child and Adult CPR and First Aid.

Driving of agency or personal vehicle for work duties is required for this position; therefore, valid Texas Driver's license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier

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 use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee will be required to stand and walk for extended periods during the workday. The employee frequently is required to taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 accommodations 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 extreme heat. The noise level in the work environment is usually quiet to moderate.

Employee will regularly be exposed to and use cleaning chemicals (i.e. bleach; detergents; cleansers; disinfectants) using product application and safety instructions, agency guidelines and safety equipment as required (i.e. gloves; goggles).

Work Location _____

Regular Work Schedule _____

In addition, occasional evening and/or weekend hours may be required to assist with special functions, including parent meetings, home visits, recruitment and agency events.

Effective Date of Job Description _____

