

NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GEORGIA

JOB TITLE: **Cook**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Plans and prepares meals for the children in accordance with the Child and Adult Care Food Program guidelines. Works to ensure that the nutrition services and the program as a whole meet or exceed all requirements set forth in funding agency(s) regulations, Personnel Policies, Procedures Manual, Operations Plan, sanitation regulations and requirements as set forth by the governing agency.

SPECIFIC JOB DUTIES:

- 1) Purchases necessary food supplies in order to prepare meals based on approved menus.
- 2) Inventories and properly stores food deliveries.
- 3) Maintains food, kitchen supplies and equipment inventory.
- 4) Maintains a safe and sanitary food preparation area in accordance with applicable laws and regulations.
- 5) Utilizes cleaning materials/solutions/equipment per manufacturer's instructions/requirements.
- 6) Prepares and serves well balanced meals in a timely and sanitary manner ensuring food is maintained at proper temperatures.
- 7) Uses portion control to ensure proper amount of food is served.
- 8) Ensures accuracy of all nutrition related documentation prior to submission to Central Office.
- 9) Prepares and submits all required nutrition related reports in accordance with established deadlines.
- 10) Knowledgeable of procedures for safely operating large and small food service equipment.
- 11) Reports faulty equipment to Center Director.
- 12) Assists in providing nutrition education activities/information to parents, staff and children.
- 13) Works collaboratively with other staff in expanding visibility of the program within the community to promote development of partnerships with other agencies.
- 14) Ensures that appropriate meals are prepared for those children requiring restricted diets and/or whose diet may be altered due to religious beliefs or cultural preferences.
- 15) Ensures that serving utensils are developmentally appropriate.
- 16) Assists in the development and distribution of the newsletter.
- 17) Assists in the evaluation of the effectiveness of the services delivery system.
- 18) Serves as a role model for children, parents, staff and community persons and conducts self professionally at all times.
- 19) Assists in the recruitment of enrollees for the program.
- 20) Attends all staff meetings as required by supervisor.
- 21) Maintains confidentiality.
- 22) Participates in pre-service/in-service training, securing a minimum of 15 hours of approved training/year and maintains an up to date list of all training received.
- 23) Follows work scheduling, attendance and reporting requirements relating to tardiness/absences.
- 24) Secures and maintains ServSafe certification.
- 25) Performs other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

- Lifting and carrying up to 50 pounds occasionally, 10 pounds frequently.
- Pushing and pulling up to 20 pounds occasionally.
- Standing constantly.
- Walking constantly.
- Use of hands and arms constantly.

SKILLS AND ABILITIES:

- 1) Ability to use correct grammar, verbally & written, in communicating effectively with adults as well as young children.
- 2) Ability to perform elementary math functions.
- 3) Ability to plan, purchase and prepare food for large groups.
- 4) Ability to accept supervision and follow directions with minimum instructions.
- 5) Ability to comprehend and follow both written and verbal instructions.
- 6) Ability to safely operate food service equipment.
- 7) Ability to work as part of a team.
- 8) Ability to read and comprehend the English language.

QUALIFICATIONS:

- 1. High school diploma or equivalent; ServSafe Certification preferred.
- 2. Previous experience in commercial meal planning, purchasing and preparation.
- 3. Experienced driver with valid license who has access to a vehicle that can be used on the job.
- 4. Must be 18 years of age.
- 5. Must secure an acceptable criminal records check.
- 6. Knowledgeable of basic computer skills and predominant software (word processing, spreadsheets, email, Internet).

Important Notes

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/ supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Head Start Director.) It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

I have read the above job description and understand that these duties will be utilized in evaluating my job performance.

Cook Signature

Date

Printed Name

County/Work Site