



Thrialaska Head Start Birth to Five Job Description

Title: HS/EHS Cook
Status: Full time, part year, 36 weeks @ 40hrs
non- exempt from overtime
Reports to: Program Director
Wage: \$15.86- 19.28 DOEE

Position Summary:

The Cook plans, prepares and serves attractive meals and snacks according to U.S.D.A. guidelines. Responsibilities include: maintaining a safe, clean food service practices and facility, keeping accurate and timely records of food services.

Knowledge, Skills, and Abilities Required:

EDUCATION & EXPERIENCE

1. High school diploma or GED.
2. Experience with quantity food preparation and operate/maintenance/cleaning of food service equipment.
3. Knowledge of the nutritional needs of preschool children using CACFP guidelines.

SKILLS & ABILITIES

1. Must be flexible and able to handle last minute food requests.
2. Strong interpersonal skills.
3. Capable of self-direction, decision-making, and working independently.

Principal Duties and Responsibilities:

CHILD AND FAMILY SERVICES

1. Prepare and serve appropriate meals, snacks, and special request items to include Parent meetings and Family Activities, as per menu plan and USDA guidelines for children birth-five years of age.
2. Promote an environment that supports the children's health and happiness and show a positive attitude with children, families and co-workers.
3. Eat with the children at least once a month, helping children develop positive attitudes about healthy eating.
4. Will go weekly shopping and gathering of groceries.
5. Weekly cleaning of kitchen
6. Communicate appropriately with program children.
7. Support program goals when interacting with the children. This includes eating with the children at mealtime, helping children in an un-pressured manner to develop positive attitudes about healthy eating.
8. Assist in publishing and provide menu copies for parents.
9. Actively participate in twice yearly meeting of menu committee.

10. Cooperate in a positive manner with all staff and parents who have catering requests, even when requests are at the last minute.
11. Advocate for successful child and family development experiences.
12. Communicate with children and family members with respect and honor.
13. Whenever possible, assist children and families.
14. Support child and family development goals.

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Coordinate menu planning with nutritional staff in accordance with CACFP guidelines.
3. Provide Health Coordinator with timely copies of menus for evaluation and approval.
4. Perform excellent sanitation and safety techniques to include equipment, storage, waste control, refrigeration logs, environmental cleaning, personal appearance and hygiene.
5. Wash dishes, pots, pans and utensils using approved sanitation methods.
6. Participate during program self-assessment and evaluation processes.
7. Participate during Thrivalaska community assessment activities.
8. Support, implement and participate in program goal setting process to include strategic planning.
9. Work with the Family Services Coordinator to encourage, support, and maintain a program for parent involvement in the kitchen and for food related activities.
10. Work with the Education Coordinator and Teachers to plan and implement age-appropriate nutrition education experiences for the children and their families.
11. Work with co-workers to make sure that the work environment is professional and supportive of all staff.
12. Is familiar with and adheres to the NAEYC code of ethics.
13. Maintains confidentiality of information at all levels.
14. Compliance with Thrivalaska Policies and Procedures, DEC & CACFP regulations.

BUDGET & FISCAL

1. Assist in ordering and purchasing food and supplies for food service. Maintain timely, accurate records of purchases, inventory, production and meals served.
2. Keep accurate and timely records for reimbursement requests and Head Start requirements such as meal counts.
3. Continually seek out and process in-kind opportunities to include services and supplies.
4. Follow procurement and accounting procedures.
5. Actively seek out ways to reduce program cost whenever possible.
6. Report all suspected fraud activities.

SUPERVISION & TRAINING

1. Annually review personal training plan and seek ways to reach stated goals.
2. Attend meetings, trainings, and appropriate professional development activities.
3. Maintains qualifications required by Head Start performance standards.
4. Participate in developing and accomplishing staff development goals.
5. Meet and actively pursue the minimum yearly training required for your position.
6. Support program supervisor in attainment of program goals and mission.

7. Attend NIA-AEYC yearly conference, when possible share knowledge through hosting a workshop.

COMMUNITY PARTNERSHIPS

1. Presents a professional image when representing Head Start.
2. Promotes the Head Start mission, philosophy, and goals at all times.
3. Actively seek out partnerships with community members and agencies to enhance program services and resources.
4. Enthusiastically promote Thrivalaska programs.
5. Actively and regularly recruit children and families for best placement within Thrivalaska programs.

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PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Provide child care and meals for Policy Council and when appropriate, Board of Directors and parent meetings and events.
3. Follow the chain of communication

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals.
2. Promotes teamwork concept in relationship and strength based organization.
3. Work cohesively with other cook staff.
4. Promotes a positive work environment.
5. Project professionalism in conducting daily activities.
6. Provides outstanding customer care to staff and community partners in a positive professional manner.
7. Flexible, adaptable and able to adjust to a variety of change and situations.
8. Follows all guidelines and procedures on confidentiality.
9. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
10. Can be relied on regarding task completion and follow up.
11. Uses logical and sound judgment, applies common sense.
12. Makes timely decisions and maintains composure under trying circumstances.
13. Enhances job growth through continuing education, as required or necessary.
14. Promotes quality, accuracy, timeliness, reliability and thoroughness of work performed.
15. Is punctual and reliable.

Physical Requirements & Working Conditions:

WORK LOCATION

1. Head Start Birth to Five in Fairbanks
2. Primarily in office setting
3. Occasionally in classroom

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace.
2. Some exposure to communicable diseases, cleaning chemicals, hot liquids, sharp objects and cutting/mixing equipment.
3. Noise level in work environment may be moderate to loud
4. Must be available for a variety of evening meeting and social events.
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.
6. Some evening and weekend work may be required.
7. For Thrivalaska vehicle insurance requirements, a current clean driving record and valid Alaska State Driver's license is required.
8. May be required to drive a vehicle on behalf of Thrivalaska.

PHYSICAL REQUIREMENTS

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually
2. Ability to lift and carry up to 60 pounds, pushing or pulling, long periods of standing, working with kitchen equipment.
3. Some walking, bending, stooping and lifting of supplies or materials.
4. Work is typically performed in kitchen setting, but office work may be required.
5. Mental and visual concentration required for computer usage.

EQUIPMENT USED

1. Copy machine
2. Calculator
3. Telephone
4. Computer
5. Fax machine
6. Vehicles
7. Standard kitchen equipment and utensils.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a "living document" updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

Employee Signature

Date

Printed Name