

## KAWERAK POSITION DESCRIPTION

DIVISION Education, Employment & Supportive Services  
DEPARTMENT: Head Start/Early Head Start  
JOB TITLE: Assistant Cook  
POSITION STATUS: Regular Part Time  
EXEMPT STATUS: Non-exempt  
PAY SCALE GRADE: 6-7-8  
REPORTS TO: Program Specialist

### BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
2. Assist with implementing the goals, objectives and performance standards of the Head Start/Early Head Start/Child Care Programs.
3. Assist Head Start Cook in meal preparation: preparing food, setting up for meal service, preparing carts, stocking inventory, checking food allergies and dietary restrictions/substitutions, and cleaning up after meal.
4. Clean all dishes after meals for Head Start and Early Head Start/Child Care. Clean dish washing area daily, counter tops and food preparation areas, mop kitchen floors and dispose of trash at the end of the day.
5. Manage dish washing system and inventory of chemicals. Notify appropriate staff when supplies need to be ordered, or if equipment needs maintenance.
6. Assist with cooking meals for Early Head Start socials and Head Start sponsored events as needed.
7. Responsible for the nutrition component of the Head Start/Early Head Start Program. Participate in training so the food served meets the nutritional requirements of young children as established by USDA/CACFP.
8. Keep kitchen in compliance with state sanitation regulations and state and local licensing inspection requirements.
9. Wear appropriate food service attire by following food safety standards.
10. Track inventory of food items in connex storage and manage food storage using the FIFO method and food storage rules and regulations.
11. Assist Cook in purchasing, packaging, and shipping food to 11 sites on a weekly basis.
12. Fill in for the Cook taking on all responsibilities of food service while the Cook is out.
13. Must attend required trainings and complete a training plan.
14. Other duties as assigned by the Program Specialist or designee.

### QUALIFICATIONS:

1. High School diploma or GED.
2. Hold a valid Alaska State Driver's License.
3. Work experience in food service and preparation.
4. Computer, keyboarding and office skills required.

5. A resident of the community given preference.
6. Must complete and submit a work physical upon hire and every five years after hire.
7. Must complete an annual TB screening.
8. Must obtain a food worker's card within 2 weeks of hire.
9. Must obtain a Serv Safe certification within 6 months of hire.
10. Hold a current Infant/Child (Pediatric) CPR/First Aid Certification. If not, must obtain within 6 weeks of hire.
11. Must be able to lift at least 50 pounds.
12. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

**Native Preference per Public Law 93-638.**

**Approved (4-3-17)**