

KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment & Supportive Services
DEPARTMENT: Head Start
JOB TITLE: Cook
POSITION STATUS: Regular, Part time, Seasonal
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 7-8-9
REPORTS TO: Health/Nutrition Specialist

Head Start is a federal program to assist children prepare for formal education in the public school system. The Head Start Cook prepares nutritional meals ensuring all health standards are met. This position may be combined with another job description.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Maintain a professional attitude, be responsible, dependable, in good health and demonstrate a commitment to excellence.
- 2) Responsible for the nutrition component of the Head Start/Early Childhood program. Participate in training so the food served meets the nutritional requirements of young children as established by USDA.
- 3) Coordinate with parents of enrolled children for kitchen volunteers when needed, especially Parent/Child Luncheon days.
- 4) Maintain a clean, safe and well organized kitchen to meet state sanitation regulations and pass inspections. Includes cleaning refrigerator once a week, making sure dishes are cleaned according to sanitation requirements, and assuring that food is properly stored.
- 5) Work with parents and classroom staff in planning the weekly menus. Keep daily records of food used and meals served and submit to Director monthly.
- 6) Ensure that the nutrition component of the Head Start performance standards are met. Serve food attractively, in family style so children serve themselves. Provide children with an opportunity to experience new foods.
- 7) Attend staff meetings, training sessions, meetings with other professionals and meetings with parents as needed.
- 8) Other duties as assigned by the Health/Nutrition Specialist.

QUALIFICATIONS:

- 1) Work experience in food service.
- 2) A resident of the community given preference.
- 3) Must pass a criminal background check.
- 4) Must be able to lift at least 50 pounds.
- 5) Hold current food workers card. If applicant does not have a food workers card must obtain one within 1 week of hire.
- 6) 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 (7-17-17)