

KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment & Supportive Services
DEPARTMENT:	Head Start
JOB TITLE:	Substitute Cook
POSITION STATUS:	On Call
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	7-8-9
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. Prepare and cook snacks and meals for the Head Start/Early Head Start/Child Care Programs on a daily basis, Tuesday through Friday.
4. Responsible for the nutrition component of the Head Start/Early Head Start program. Participate in an on-site training to ensure food served meets the nutritional requirements of young children as established by USDA/CACFP.
5. Wear appropriate food service attire by following food safety standards.
6. Provide input to the Health/Nutrition Specialist for menu options. Plan and prep meals ahead of time.
7. Maintain a clean, safe and well organized kitchen to meet state sanitation regulations and pass inspections. Includes cleaning of kitchen by following a Daily Cleaning Checklist according to sanitation requirements, and assuring that food is properly stored using the FIFO method. Follow the food service regulations on storing refrigerated, frozen and dry food.
8. Work with parents and Health/Nutrition Specialist in planning the monthly menus. Keep daily records of food used and meals served and submit to the Health/Nutrition Specialist weekly.
9. Ensure that the nutrition components of the Head Start/Early Head Start performance standards are met. Serve food attractively, and in family style so children serve themselves. Provide children with an opportunity to experience new foods.
10. Follow most recent State food safety practices. Monitor food temps and complete Temperature Logs that are submitted weekly to the Health/Nutrition Specialist
11. Complete food shopping if necessary.
12. In coordination with the Health/Nutrition Specialist, Teaching Team, and Parents, create a management system in the kitchen for children with allergies and special dietary needs. Clearly post in the kitchen and check carts before meal service.
13. Assist Health/Nutrition Specialist with inventory management, food and supply purchases for your site.
14. Other duties as assigned by the Program Specialist or designee.

QUALIFICATIONS:

1. High School diploma or GED.
2. Work experience in food service and preparation.
3. Computer, keyboarding and office skills required.
4. A resident of the community given preference.
5. Must complete an annual TB screening.
6. Must obtain a food worker's card within 2 weeks of hire.
7. Must be able to lift at least 50 pounds.
8. 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.

EEO

Approved (7-17-17)