

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Early Head Start Cook
Classification: Non-Exempt
Reports to: Early Head Start Health Specialist
Date: Revised April 2017

Summary/Objective

The cook will perform all duties and responsibilities necessary for daily food service operations

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Comply with CACFP/Early Head Start requirements
- Ensure nutritional meals are served to all children, parents, and staff
- Monitor kitchen supplies and food expenditures
- Maintain current and accurate records of all required documentation
- Ensure the food service area is clean, neat, and attractive.

Competencies

1. Diversity/Inclusion
2. Ethics/Integrity
3. Attention to detail
4. Organizational Understanding
5. Professionalism
6. Problem Solving
7. Reliability
8. Tact

Supervisory Responsibility

This position has no supervisory responsibility

Work Environment

This position operates in a professional center based environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a regular part time position. Days and hours of work are planned in advance and schedule is provided at the beginning of each program year. Flexibility in schedule is required.

Travel

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

High School Diploma/General Education Degree

Preferred Education and Experience

Food Service Certification

Additional Eligibility Qualifications

CACFP training

Additional Requirements

Must have a valid Kentucky driver’s license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Executive Director: _____ Date: _____

HR/EEO Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____