

## **Community Action Partnership of Cambria County**

### **Assistant Cook (Hourly Non-Exempt)**

Reports to: Health, Safety, and Nutrition Manager

Department: Early Childhood

Classification Group: C

Date: February 1, 2022

#### **JOB SUMMARY:**

1. The position of Assistant Cook involves specialized work in developing and maintaining a safe and healthy environment between the Head Start, Head Start Supplemental Assistance, and/or Pennsylvania Pre-K Counts Programs and parents of these participants in regards to the nutritional and educational needs and services.
2. Work involves preparation or development and administration of:
  - a. Agency Early Childhood policies and procedures
  - b. Agency Family Partnership Agreements
  - c. Marketing services on behalf of Head Start, Head Start Supplemental Assistance, and/or Pennsylvania Pre-K Counts Programs
3. This position is supervised directly by the Health, Safety, and Nutrition Manager.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. Assists Cook(s) in daily food preparation using efficient methods in volume food preparation for breakfast, lunch, and snack.
3. Assists in the requisitioning of food and supplies.
4. Assists in the maintenance of equipment and a clean kitchen facility according to PA State Health Department, Head Start Performance Standards, and State Regulations.
5. Maintains records required by Child and Adult Care Feeding Program (CACFP), i.e. food usage, menu changes, inventory, daily meal counts, allergies, ordering, etc.
6. Assists in conducting on-site mini training sessions for parents and staff.
7. Stores equipment and food according to regulations.
8. Assumes responsibility for the center's food service in the cook's absence.
9. Provide children with allergies and special diets the correct substitutions.
10. Sets tables.
11. Food Preparation for Parent Meetings and evening meetings.
12. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

#### **ADDITIONAL RESPONSIBILITIES:**

1. When in assigned center eats with children as needed sharing the same menu while demonstrating socially acceptable behaviors and manners.
2. Provides assistance with phone and door as needed at the center.
3. Attends evening meetings and participates in job related training as required.
4. Able to lift up to 40 lbs and bend as necessary.
5. Follows the program procedures relating to confidentiality.
6. Performs overnight travel as required.

7. Mandated Child Abuse/Neglect reporter

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Proficient oral and written communication skills
2. Proficient reading, writing, and math skills
3. Ability to deal tactfully with the public
4. Demonstrates the ability to multi-task and adapt to changing environment
5. ServSafe Certification
6. Pediatric First Aid and CPR Certification

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. High School Diploma or GED. (Required)
2. Current PA Driver's License and reliable transportation. (Required)
3. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
4. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
5. Must pass initial and annual physical exam and TB screening. (Required)
6. Must meet vaccination requirements set by funding sources. (Required)
7. Past experience with volume cooking and serving the public. (Preferred)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_