

**CLINCH VALLEY COMMUNITY ACTION
HEAD START
JOB DESCRIPTION**

POSITION: Assistant Cook
JOB CLASSIFICATION: Non-Exempt, Part-time (10 months)
SALARY RANGE: \$8.74 hr. - \$10.76 hr.
SUPERVISED BY: Assistant Health and Safety Coordinator
SUPERVISES: No One

GENERAL RESPONSIBILITIES

The Assistant Cook is responsible for assisting the Cook in ensuring that meals are served in a safe, timely, and attractive manner. This individual is also responsible for helping to ensure that USDA, Virginia Health Department, and Head Start standards/regulations are followed. Works toward ROMA goals.

RESPONSIBILITIES

1. Assists in maintaining a food service area that is in full compliance with Virginia Health Department and Head Start performance standards;
2. Assists the Cook in meeting the nutritional needs of the Head Start children for all meals and snacks;
3. Provides suggestions for appropriate menus and substitutions and meets special food needs of the children;
4. Helps to prepare sufficient food for visitors, staff, and additional food for hungry children;
5. Purchases the food when needed;
6. Maintains the cleanliness of the kitchen according to DSS Licensing and Health Department standards;
7. Assists the Cook in maintaining a monthly inventory of all food items;
8. Completes all required paperwork as assigned by the Cook, Head Start/Early Head Start Director, and Assistant Health and Safety Coordinator;
9. Maintains confidentiality and respects individual family lifestyles and values;
10. Assists the Cook with posting the daily menu and snack plan; and
11. Performs any and all other duties as assigned.

REQUIRED TRAINING

The Assistant Cook must participate in any training determined necessary for him/her to efficiently perform the duties of the position. Trainings include, but are not limited to, ServSafe Certification, Hygiene, Nutrition, Menu Planning, Performance Standards, Program/Agency Orientation, Personnel Policies and Procedures, USDA, Licensing standards, Child Abuse and Neglect, Working with Special Needs Children, Required Paperwork, Fire Drills, Injury Prevention, Family Style Dining, Emergency Information, Menu Planning, Medication Policy, First Aid and CPR, Drugs/Alcohol prevention, In-Kind, Nutrition, Service Plans, and Injury Prevention.

PROFESSIONAL DEVELOPMENT

The Assistant Cook will be required to complete a professional development plan and update annually.

QUALIFICATIONS

Must be a high school graduate or possess a GED certification; Prefer experience in food preparation and menu planning, and knowledge of USDA requirements; Must be willing to attend any local or out-of-town overnight training determined necessary by the immediate supervisor, Program Director, or Executive Director; Must be familiar with the ethnic background, be able to communicate in the

language of families in the program, and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency.

WORKING CONDITIONS

1. Tasks that involve infrequent possible exposure to blood, bodily fluids or tissues;
2. Risk involved with travel to and from grocery store and/or worksites;
3. Possible exposure to communicable diseases;
4. Proper clothing, shoes and hair restraints according to Health Department Standards are to be worn daily;
5. May require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
6. Must be able to lift and carry up to 50 lbs.

ADDITIONAL REQUIREMENTS

The candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER