

**CHANGES TO THE JOB DESCRIPTION CAN NOT BE MADE UNLESS APPROVED BY THE
NACOG HUMAN RESOURCES DEPARTMENT AND THE EXECUTIVE DIRECTOR**

**Northern Arizona Council of Governments
Job Description**

Cook I & II

Division: Head Start
Reports To: Center Director
FLSA Status: Non Exempt
Pay Grade: G03 & G04

SUMMARY

Prepares nutritious meals and snacks for Head Start children and maintains complete and accurate records of the food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans menus with parents and center staff to meet nutritional requirements of children.
- Orders or purchases food for the menus within budgetary limitations.
- Prepares meals and snacks from the approved menu.
- Serves the food in a family style setting and eats with the children.
- Practices safety and sanitation in preparation and storage of food.
- Cleans and maintains the food preparation and storage areas and equipment.
- Participates in classroom cooking experiences.
- Prepares all necessary records and reports.
- Participates in general and center staff meetings and in parent activities.
- Recruits parents to participate in menu planning and to act as substitute cooks.
- Participates in training programs and workshops.
- Posts weekly menus, list of vendors and weekly work schedules for Cook and Lunch Aide.
- Observes required health and safety rules.
- Performs related duties, as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises a Lunch Aide.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Experience and training equivalent to graduation from high school and one year of nutrition and food preparation experience. Experience and training planning and preparing nutritious meals for the Head Start children, assuring that one-third of the daily nutritional needs are met. The cook is responsible for purchasing and storing food, keeping sanitary standards, and record keeping. The cook participates in all staff and center meetings and training. The cook works under general supervision of the Center Director after the requirements have been learned.

Required Knowledge, Skills, & Abilities

Knowledge of food preparation, safe storage and sanitation. Genuine care and respect for children and their needs. Physical condition adequate to meet the physical and emotional demands of assigned duties. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds. Must be bondable.

**CHANGES TO THE JOB DESCRIPTION CAN NOT BE MADE UNLESS APPROVED BY THE
NACOG HUMAN RESOURCES DEPARTMENT AND THE EXECUTIVE DIRECTOR**

Other Skills and Abilities

Certificates and Licenses

Current, valid Arizona Drivers License.

Obtain Department of Public Safety Fingerprint Clearance Card

Obtain Food Mangers or Food Managers certification as required by the County Health Department

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.