



**Fort Peck Tribes Head Start  
Head Cook**



<b>Title:</b>	Head Start Head Cook	<b>Supervisor:</b>	Head Start-Nutrition Coordinator
<b>Dept:</b>	Head Start	<b>Job Type:</b>	Full-Time & Part-Time

<b>Salary:</b>	Range: \$13.00-\$15.00 Hourly. Set by Head Start in accordance with the Fort Peck Tribes.
<b>Length of Job:</b>	38 weeks or decided otherwise by the Supervisor/Head Start Director.
<b>Location:</b>	Head Start Building-Kitchen Center Frazer, Montana

**Introduction:**

Head Start Head Cook is responsible for preparing and serving attractive, nutritionally balanced meals for children, ages 3-5. The purpose is to operate a well-organized kitchen site that serves meals on schedule to Children 3-5 years old. This individual is responsible for preparing either breakfast/lunch or lunch/snack to assure children receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs including those with special dietary needs and children with disabilities. This individual will be cooking meals in large quantities utilizing commercial equipment. The incumbent maintains a current food handlers' certificate, first aid, and CPR card. This position is responsible for maintaining high standards of quality food production and portion control using standard recipes and also for appropriate quantities of food needed to meet menu requirements.

■ **Major Duties:**

- Responsible for maintaining cleanliness in both the kitchen and storage areas.
- Items, such as ovens, pantries and refrigerators, need to be sanitized at regularly scheduled intervals.
- Maintain a professional attitude and adhere to a code of conduct the demonstrates to coworkers, parents, and the public, competency in role employed
- Prepare and serve meals according to the cycle menu without deviation. Food must be served at the required temperature.
- Provide supplies to classrooms during meal time that allows children to practice family style service. And coordinates with teachers to complete children cooking activities.
- Recruit input from parents to develop menus that promote good eating habits and enhances parent's nutritional knowledge and allows parents to evaluate the nutrition program
- Assist staff and parents with special events and activities scheduled in their center and/or reservation wide.
- Complies with proper storage and sanitization techniques. Assures proper temperature of food is maintained prior to consumption
- Implements and adheres to a cleaning and sanitization schedule for kitchen area, equipment, and supplies.
- Wears appropriate cooking attire as designated and maintains sufficient supplies



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- Adheres to a designated feeding schedule for breakfast, lunch, and snack. And delivers meals on time.
- Recordkeeping responsibilities include: articles for monthly newsletter, daily production records, inventory, and purchase orders.
- Adheres to schedule and works to meeting and daily attendance
- Participate in scheduled meetings and training to develop competency
- Supports parent and staff initiated center activities for children, and works with these individuals to complete activities.
- Abide by the Nutrition Requirements outlined in the Environmental Health Standards and the Head Start Cooks’ Handbook.
- **Other duties as assigned.**
  - May be assigned other related duties as appropriate and within the scope of general responsibilities for this position. However, this job description in no way states or implies that these are the only duties that may need to be performed by the employee fulfilling this position. This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties which may be required.

■ **Knowledge required by the position:**

Knowledge CACFP Regulations and Head Start Performance Standards, and recommended dietary allowances to establish the nutritional needs of preschoolers. Knowledge of the cycle menu. Knowledge of bulk ordering and bulk purchasing. Knowledge of cooking in larger quantities and that food served must conform to recommended serving sizes. Involves cooking and serving a breakfast/snack/lunch meal to children and staff in the center assigned with designated time between each meal served. This position serves as a role model for the children in their attitudes and habits toward food.

■ **Supervisory Controls:**

<u>Reports to:</u>	Head Start-Nutrition Coordinator
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■ **Guidelines:**

- Follow safety regulations, policies and procedures adhering to the Fort Peck Tribes and Head Start. The Head Cook educates staff and families on the nutritional needs of children 3-5 and support age appropriate feeding practices. This position is responsible for meeting Head Start Performance Standards, following the Tribal Policies and Procedures, Nutrition requirements outlined in the Environment Health Standards, Head Start Cooks Handbook, the United States Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) requirements. Work is subject to spot checks and kitchen monitors by state, Federal and local agencies

■ **Complexity:**

- Operates a pre-school nutrition meal service to children enrolled in Head Start, providing children with a variety of foods for proper nutrition. To promote healthy eating habits. The quantities and varieties of food served must conform to recommended serving sizes and minimum standards for meal pattern recommended in the USDA/CACFP and Head Start Standards. Work involves operating a meal service program adhering to the food safety,



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preparation and storage regulations. Meals will be prepared and served allowing for the 2 ½ hour between breakfast and lunch. And ½ hours serving time between lunch and snack time.

■ **Scope and Effect:**

- Work involves prepping, cooking, and serving a breakfast/lunch/snack meal to children and staff in the center assigned. Meals must be prepared according to the approved menu set out by the Nutrition Coordinator. Meals must be served within designated time allowing for the required number of hours between meals being served. Work involves performance of a full range of nutrition services to children enrolled in Heads Start and their families. Contribute to menu planning, assist teachers with nutrition activities and assist parents with special events, I.E. family picnics, graduation, and mini pow wows. Food preparation, meal service and clean up time is critical to the operation of an effective Nutrition program.

■ **Contacts:**

<b><u>Personal Contacts:</u></b>	Assistant Cooks, Service Vendors, Classroom Teacher/s, building staff, parents/guardians and students, other health care providers.
<b><u>Types of coordination:</u></b>	As directed by the Nutrition Coordinator, Classroom Teacher/s, Head Start Director or others with coordination responsibilities.
<b><u>Purpose of Contacts:</u></b>	To obtain necessary information to prepare for meals and snacks. To obtain and share information with health providers, vendors. Interact with parents/caregivers to discuss ways to better serve child/ren.

■ **Physical Demands**

- Physical demands may include travel, e.g. field-trips, grocery store, staff meetings, training and special events. Follow hand washing, first aid, and other health and safety routines in accordance with procedures. Meal preparers often transition between hot kitchens and much colder outdoor temperatures. Kitchens are often noisy places where workers must shout over the roar of machinery and equipment.

■ **Work Environment:**

- Work is primarily in the Center Kitchen. Requires the ability to bend, lift 50 pounds, transport food items for cooking, storage, & serving. Prepare recipes, slice vegetables and work over hot stoves. The mishandling of cooking utensils, knives and machinery can result in severe burns or injury. Additionally, food-preparation areas pose hazards due to slippery floors, moving objects and uneven surfaces.

■ **Required Qualifications:**

- High School Diploma/GED, not required, or Associate degree in nutrition or related field, experience with young children in an early childhood setting. Must pass designated background checks, drug-test, submit updated immunizations and current physical examination. Must obtain clearance of Tuberculosis. Organizational skills, flexibility, problem solving skills, and the ability to follow directions.



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- Desired Qualifications:

Basic understanding and knowledge of Head Start/preschool learning and environment. Ability to deal with confidentiality in a respectful and professional manner. Ability to learn and navigate new software quickly. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents and co-workers. Must use quick, safe reactions and responses in dealing with children or situations that involve children. Must have knowledge of how to operate wireless tablets, desktop/laptop with related software, Google, Word, Excel, PowerPoint, Microsoft Teams and Zoom.

- Special Requirements:

Willing to obtain experience working with children within six (6) months of hire date. Willing to obtain GED/HISET/HS Diploma within six (6) months of hire date.

Ability to obtain certification in; Food Handlers License, First Aid and CPR, and Bloodborne Pathogens. Should be in possession of basic mathematical skills and must be able to accomplish accurate recordkeeping.

**Confirmation:**

I have read all of the above descriptions, understand it thoroughly, and accept duties as cited, confirming with my signature.

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**NAME**

\_\_\_\_\_  
**DATE**