



**Fort Peck Tribes Head Start
Assistant Cook**



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

Salary:	Range: \$11.00-\$13.00 Hourly. Set by Head Start in accordance with the Fort Peck Tribes.
Length of Job:	39 weeks or decided otherwise by the Supervisor/Head Start Director.
Location:	Head Start Building-Kitchen-Wolf Point and/or Poplar, Montana

Introduction:

Head Start Assistant Cook is responsible for preparing and serving attractive, nutritionally balanced meals for children, ages 3-5. 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.
- Assisting Lead Cook with menu development and the preparation of nutritious meals and snacks for all students, including those with special dietary needs.
- Able to work in a cooperative manner with other staff members, students, parents and funding agency personnel.
- Work under general supervision while ensuring compliance with all existing public-health regulations and child-care food guidelines.
- Assisting in maintaining oversight in meal preparation, hygiene, food distribution to classrooms, and sanitation.
- Assist with quarterly kitchen inventory, storing all food items putting away dry, cold, and frozen items from the food order.
- Assist Lead Cook in completing paperwork on time and accurately.
- Receive and unpack supplies.
- Assist in the packaging of meals for transport.
- Load and unload meals and supplies into vehicles.
- Transport food and equipment to various Head Start sites.
- Wear appropriate cooking attire while on duty.
- 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



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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:**

The Assistant Cook helps the Lead Cook in their job duties. 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-Lead Cook and/or Nutrition Coordinator
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■ **Guidelines:**

- Follow safety regulations, policies and procedures adhering to the Fort Peck Tribes and Head Start. The Assistant 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.

■ **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.

■ **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.

■ **Contacts:**

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



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■ **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 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. Must have knowledge of how to operate wireless tablets, desktop/laptop with related software, Google, Word, Excel, PowerPoint, Microsoft Teams and Zoom. Organizational skills, flexibility, problem solving skills, and the ability to follow directions.

● **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.

● **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.

NAME

DATE