

# **Community Action Program, Inc. of Western Indiana Job Description**

**Position:** Cook/Aide/Maintenance  
**Immediate Supervisor:** Cook Supervisor  
**Supervisory Responsibility:** None  
**Job Base Location:** Center as designated  
**FLSA Status:** Non-Exempt  
**Classification:** 1  
**Effective:** September 24, 2014

## **General Summary of Position:**

Provide nutritious and well-balanced meals from State approved menus. Maintain a sanitized kitchen which meets or exceeds the standards of the Indiana State Board of Health, Fire Marshall, Division of Children and Families Services and USDA. Comply with the Head Start Performance Standards in the preparation, storage, serving, and clean-up of meals provided to/by Head Start.

## **Essential Functions:**

### **Food Preparation and Clean Up**

1. Plan work schedule so that food production flows smoothly.
2. Develop and follow standardized recipes and use portion control methods, including the measuring and weighing of meal components
3. Ensure that meals are prepared on schedule.
4. Use food production and food storage procedures that comply with Indiana child care licensing regulations.
5. Keep inventory of all kitchen consumable supplies and equipment.
6. Prepare and serve meals which includes breakfast, lunch and snack for children and program adults.
7. Assist in washing and setting of tables.
8. Clean and store utensils and dishes in the manner determined by the Indiana State Board of Health.
9. Maintain optimum nutritional status of foods through accepted preparation techniques and through appropriate substitutions when necessary.

## **Maintenance**

1. Check on supply of tissue, towels and soap in rest rooms each morning and throughout the day, refilling as necessary.
2. Clean rest room area and mop/vacuum classroom and hall areas according to written schedule.
3. Dispose of trash.
4. Report needed repairs to appropriate agency/facility personnel.

## **Classroom Responsibilities**

1. Assist in classroom meal time, sitting, talking, and eating with the children, as schedule permits.
2. Assist Teachers in nutrition education activities for the classroom.
3. Assist with children in the classroom during staff breaks or as written in daily schedule.

## **Administration**

1. Maintain kitchen and storage area and conduct monthly self-inspections of the sanitary condition of these areas.
2. Use specified forms to record food purchases and track number of persons served and forward such records to the Health/Nutrition Coordinator promptly at the end of each month.
3. Attend meetings, pre and in-service workshops as designated for food service personnel; attend staff meetings as assigned by the Director.
4. Maintain confidentiality of family problems and records.
5. Perform other responsibilities that may be assigned dependent upon Agency need and demonstrated capability.
6. Must be able and willing to travel as job requires which may include overnight to attend conferences and training.
7. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

### **Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

### **Qualifications:**

1. Require high school diploma or GED prefer experience in institutional food service; will consider demonstrated ability to keep accurate written records, perform simple arithmetic, and experience with preparation of family meals.
2. Must have demonstrated ability to maintain personal and facility cleanliness.
3. Must demonstrate basic knowledge of food preparation, nutrition, ordering and inventorying of food and equipment.
4. Must be willing to attend meetings, conferences and trainings at the request of supervisor.
5. Must maintain personal phone at all times.
6. Must possess valid driver's license to travel to assigned areas as required. Must maintain liability-insured personal vehicle and provide documentation of such to Personnel Department upon request.
7. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
8. Must obtain and maintain CPR Certification.
9. Essential functions of the position require the successful candidate to communicate effectively in verbal form, manual written form, to possess visual reading abilities, and the flexibility of movement to stoop, bend, and climb. Position may require lifting up to 50 pounds.