



## **Job Description**

**Position:** Cook

**Department:** Head Start

**Reports To:** Center Director

**Status:** Non Exempt

**Position Summary:** Responsible for ordering food, maintaining inventory, kitchen maintenance and food preparation.

### **Essential Functions / Key Responsibilities:**

- Ordering food
- Execution of menus
- Execution of food preparation and food service
- Maintenance of the kitchen including general cleaning
- Maintain kitchen inventory
- Minimize waste
- Use Computer to maintain Child Care Food Reporting records
- Adhere to all WBC Opportunities and Head Start policies & procedures
- Maintain confidentiality regarding Head Start children and families.
- Work with volunteers
- Other duties as assigned

### **Minimum Skills and Abilities Required:**

- High school diploma or GED
- Current Valid Driver's License and insurance
- Current Food Handler certification or ability to obtain
- Previous work in the food service area
- Familiar with kitchen operations, food ordering and computer
- Must be able to read and write recipes
- CPR Certification
- Bilingual preferred

- Preferred - Degree in Nutrition or Culinary Arts

**Physical Skills and Abilities Required:**

- Occasional lifting in excess of 25 lbs.
- Regular stooping, standing, bending, reaching and floor sitting.
- Regular sitting, working at computer keyboard and desk.