

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP JOB DESCRIPTION

JOB TITLE: Lead Cook
DEPARTMENT: Head Start
REPORTS TO: Center Manager
STATUS: Non-exempt, Regular Full-time, 40 hours/week
PAY GRADE: \$11.36/hr.
LAST REVIEWED: November 2021

SUMMARY

The primary purpose of the Lead Cook position in the Eastern Idaho Community Action Partnership Head Start Program is to prepare and serve food in accordance with the USDA Child Care Food Program regulations, Idaho State Department of Education, federal, state, and local regulations, and guidelines. Further, the Cook is responsible for providing quality food service to children using accepted menu planning, purchasing, food production, and food service principles.

MAJOR DUTIES AND RESPONSIBILITIES

Menu Planning

1. Prepares meals using the menus on the monthly meal plan.
2. Review menus for appearance and children's acceptance.
3. Shop for food using the menus and staying within the center food budget.
4. Uses the recipes that have been approved.

Purchasing

1. Practices sound, ethical purchasing procedures.
2. Plans food purchases using food production records from menus served in previous cycle.
3. Uses a monthly inventory system to determine the frequency that food items will be purchased.

Receiving and Storage

1. Receives food and non-food supplies in accordance with quantity and quality requirements.
2. Checks invoices against original orders.
3. Stores food and non-food supplies according to approved procedures, including emergency storage.
4. May be required to lift 40-50 pounds.
5. Uses the "first in, first out" principle of food usage.
6. Maintains copies of invoices and receipts, routes originals to the fiscal department.

Food Preparation

1. Uses accepted procedures for preparation of all foods to ensure palatability and nutrition content.
2. Uses acceptable procedures for converting recipes to quantity needed and standardizing recipes for center use.
3. Prepares fruit and vegetables to maintain nutrients, color, and appropriate texture.
4. Uses correct procedures to weigh or measure all recipe ingredients.
5. Prepares food to ensure correct portion sizes to meet Child Care Food Program meal

- pattern requirements for each age group of children served.
- 6. Uses food preparation equipment correctly.
- 7. Prepares meals for special diets for children using diet prescriptions provided by the child's physician or a qualified dietician.
- 8. Uses thermometers to make sure food stays hot enough and is cool enough at the right amount of time to be stored according to HACCP guidelines. This training will be given.

Food Service

- 1. Provides adequate servings in a family-style meal service to ensure that each child receives portions to meet CCFP meal pattern guidelines.
- 2. Uses appropriate portion control utensils to serve standardizing portions of pre-plated menu items to ensure that each child receives portions to meet CACFP meal pattern requirements.
- 3. Serves food at correct temperatures to meet sanitation requirements.

Sanitation and Safety

- 1. Maintains safe and sanitary conditions in the storage, preparation, ~~and~~ service of food.
- 2. Uses accepted procedures for cleaning and sanitizing work areas, utensils, and equipment.
- 3. Establishes a routine cleaning schedule that complies with requirements as specified under local, state, and federal laws/regulations (example: cleaning refrigerator/freezer on a regular basis).
- 4. Uses an effective system for garbage and refuse disposal.
- 5. Demonstrates good personal hygiene and grooming including dress, appearance, and personal habit which will include the dress code for working in the kitchen including closed toe shoes.
- 6. Wears gloves during food preparation. -Changes gloves at critical times. -Wear's hair-net while in kitchen and sees that everyone who enters kitchen does same.
- 7. Report's safety hazards to the Center Manager.
- 8. Implements accepted procedures for the prevention of cross-contamination of food items.
- 9. Demonstrates knowledge of the use and operation of fire extinguisher for each type of fire.
- 10. Maintains correct temperatures during food preparation and service.
- 11. Uses accepted center procedure to report accidents.
- 12. Regularly inspects refrigerators, freezer, and dry storage to maintain safe and sanitary food and supply storage.
- 13. Demonstrates correct hand washing.
- 14. Follows approved guidelines for effective insect and rodent control system.
- 15. As a condition of employment having completed a work physical and TB Screening.

Nutrition Education

- 1. Introduces new foods on the menu in positive and creative ways.
- 2. Serves as a resource to center staff in providing information to parents (i.e., newsletters, menus, center recipes).

Communication and Management

- 1. Works cooperatively with center staff.
- 2. Creates and maintains an atmosphere of warmth and personal interest for the children in the center.
- 3. Uses time management skills to appropriately maintain an efficient food production

4. Works cooperatively with kitchen volunteers.
5. Demonstrates friendly, professional telephone skills.
6. As an employee of EICAP you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.

Record Keeping

1. Maintains daily food production records according to the state & federal guidelines.
2. Maintains and submits to Central Office, by the 5th day of each month, the blended rate meal counts according to USDA regulations.

Professional Competencies

1. Works in a professional manner, exhibiting independent work skills, leadership, flexibility, and the ability to make decisions and takes responsibility for independent decisions.
2. Exhibits intent to increase knowledge and skills in designated job areas.
3. Works cooperatively with other staff and is responsible for communication and participation with all appropriate staff members concerning activities, schedules, ~~and~~ conferences.

QUALIFICATION REQUIREMENTS

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC SKILLS

- This position requires the ability to do repetitive type work in accordance with set procedures and instructions to prepare meals for children and staff in a school setting.

QUALIFICATIONS

- High school diploma or general education degree (GED).
- Experience in food preparation and serving for a large group.
- Local Health District (6 or 7) food supervisors' course, 3 hours.
- Valid Drivers License
- Proof of Liability insurance for personal vehicle.
- Food handler course (levels I and II) and record keeping experience.

EFFORT

- Effort is continuous and sustained although light.
- Continuous walking, standing or light lifting.

WORKING CONDITIONS

- Frequent exposure extreme temperatures, humidity, etc., are present or occasional exposure to hazardous conditions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee will frequently be exposed to extreme temperatures, humidity, etc. The employee may occasionally be exposed to hazardous chemicals and appropriate personal protective equipment must be worn.

Eastern Idaho Community Action Partnership is an EEO employer.

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date