

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: ASSISTANT COOK

EXEMPT/NON-EXEMPT : NON-EXEMPT

REPORTS TO: NUTRITION\HEALTH COORDINATOR (N/HC)

ISSUE DATE: 8/15

GENERAL POSITION SUMMARY:

The Assistant Cook assists in preparing and serving food in a safe and sanitary manner. This position has the daily responsibility for the accurate and timely completion of detailed tracking and reports.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Setting up meal tubs.
- The Assistant Cook will assist the Kitchen Supervisor as assigned.
- The Assistant Cook takes direction from the Kitchen Supervisor.
- Completes food preparation and serves food as assigned.
- Helps assure kitchen areas are kept clean and sanitary.
- Assists in taking written inventory of foods needed and gives the written inventory to the Kitchen Supervisor weekly.
- Posts children's special dietary needs/allergies.
- Takes direction from the Kitchen Supervisor in food ordering and purchasing weekly or as needed.
- Completes production sheets on a daily basis.
- Handles other tasks delegated by the Kitchen Supervisor or Nutrition/Health Coordinator
- Must attend trainings as required by the N/HC and training plan
- Must change apron at least daily.
- Follows proper hygiene practices.
- Must wear shoes with no-skid soles while performing food preparation and service duties.
- Must meet all deadlines.
- Complete monthly kitchen safety walk, submit as assigned
- Must maintain a clean, orderly, and safe work environment.
- For Early Head Start Assistant Cook will follow guidelines for feeding toddlers and assure that age and developmentally appropriate foods are prepared and served.
- For Early Head Start Assistant Cook will load food containers for the Early Head Start Center.
- Complete other duties as assigned

SECONDARY FUNCTIONS:

- Must transport food in a safe and sanitary manner.
- Must attend staff meetings as requested.
- Will take over responsibilities of Kitchen Supervisor as assigned.
- Must have the ability to work effectively as a team member and be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Must be able to read, understand and implement occupational materials.
- Must be conscientious in looking for in-kind opportunities and recording in-kind services appropriately.

SUPERVISORY RESPONSIBILITIES:

- NONE

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with unconditional, positive regard.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP's policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Must be skilled in large quantity food preparation and service.
- Must be skilled in food and supply procurement/purchasing.
- Must be skilled in, equipment and utensil sanitation and use.
- Must be skilled in record-keeping.

EDUCATION AND EXPERIENCE:

Assistant Cook must have:

- The ability to read and write in English.

JOB CONDITIONS:

- Pass an initial Health Screen.
- Assistant Cook must maintain a current CPR/First Aid card
- Maintain confidentiality and exercise sound judgment.
- Be able to work in a hot kitchen for extended periods of time.
- Undergo a background check for child abuse and neglect that meets required state and federal standards.
- Possess a valid driver's license and have an acceptable driving record. Have a safe, dependable vehicle available for possible business use. Provide proof of current vehicle insurance adequate to meet state insurance requirements.

JOB CONDITIONS: continued...

- Be able to lift 50 pounds in an emergency situation and 30 pounds on a frequent basis
- Maintain a current Food Handler’s Permit and/or Food Manager’s Card.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting				x	
Standing					x
Walking			x		
Running	x				
Bending/Crouching				x	
Kneeling/Crawling				x	

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot					x
Humid					x
Cold			x		
Wet/Damp				x	
Machinery*				x	
Risk of burns/chemical exposure				x	
Outside elements (sun, rain, etc)	x				
Loud (above normal class level)		x			

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#					x
10-25#					x
25-50#				x	
50-75#		x			
75+#	x				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Must be capable in performing basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

Language Requirement

- Must be able to give and receive written and spoken instructions; able to write simple correspondence; and have the ability to speak to small groups formally.

Reasoning

- Must be able to apply general guidelines to a wide variety of situations with several variables.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee's signature Date

I have gone over this job description with this employee

Supervisor's Signature Date

Date of Board Approval: 8/19/15

Date of Policy Council Approval: 8/28/15