

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: COOK AIDE

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EDUCATION AND FAMILY SERVICES SUPERVISOR

ISSUE DATE: 8/15

GENERAL POSITION SUMMARY:

The Cook Aide assists cooks in food preparation and service for meals served at the center and will have some clean-up responsibility.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Must maintain confidentiality and exercise sound judgment concerning privileged information
- Assists with meal preparation.
- Assist with inventory.
- Handle other tasks delegated by the cook such as stocking shelves, helping unload commodity truck, sweeping floors, etc.
- Performs daily cleaning.
- Assure proper food temperatures and records them daily.
- Report meal counts to cook daily.
- Attend training required by Nutrition Coordinator.
- Follow acceptable personal hygiene practices.
- Change apron at least daily.
- Wear no-skid shoes with closed heels and toes.
- Complete all assignments.
- Maintains a clean, orderly, and safe work environment.
- Assume duties of cook as assigned.
- Complete monthly kitchen safety walk, submit as assigned
- Complete other duties as assigned

SECONDARY FUNCTIONS:

- Must have the ability to work effectively as a team member. 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 professional materials.
- Must be conscientious in looking for In-kind opportunities and recording In-kind services appropriately to the agency.

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 consideration and respect.
- Communicate in a positive manner with Direct Service Team, parents, and children.
- 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 member as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Know safety and sanitation procedures for preparation and service of food.
- Be able to prepare food products and follow recipes.

EDUCATION AND EXPERIENCE:

- Must have basic education skills (see secondary functions sections).
- No food service experience is required.

JOB CONDITIONS:

Persons holding this position:

- Must pass an initial Health Screen.
- Must be able to lift up to 50 pounds in emergency situations.
- Be able to work in a hot kitchen.
- Be able to lift 30 pounds on a frequent basis
- Be able to stand up for several hours while performing preparation and service duties.
- Undergo a background check for child abuse and neglect that meets required state and federal standards.
- Must 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.
- Must maintain a current 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		

Lifting weight

Less than 10#					x
10-25#					x
25-50#				x	
50-75#		x			
75+#	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			

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

Additional Requirements

Math Requirement

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

Language Requirement

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence.

Reasoning

- Ability to apply general guidelines to a wide variety of situations with several variables.

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- (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.

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