

Highland Rim Economic Corporation

Title: Lead Cook	Reports to: Safety/Nutrition Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 8	Pay Grade: 802
Location of Work: Head Start Central Office, Houston County	

Description:

The Lead Cook is to ensure compliance in providing high-quality nutrition services. The Lead Cook has the responsibility for daily oversight surrounding nutrition to ensure compliance with Head Start Standards, CACFP guidelines, Daycare License, Health Department Regulations, and state and local guidelines.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Ensures all kitchen paperwork and record keeping is completed accurately and in a timely manner
- Purchasing, ordering, receiving food items and dietary supplies for multiple classrooms, properly storing products, stocking them in appropriate location, and keeping inventory of items purchased
- Ensures and monitors proper documentation of food, freezer, and refrigerator temperatures for all kitchens
- Prepares and monitors meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted while adhering to CACFP guidelines
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with the Health Department Regulations
- Helps to ensure cleanliness of center by assisting teaching staff with janitorial duties
- **Assists teacher in preparation of educational/nutritional activities for children once a month per classroom**
- Orders, distributes, prepares and maintain stock for multiple classrooms
- Reviews kitchen paperwork from all centers for accuracy before forwarding to the **Safety/Nutrition Manager**
- Ensures all menus, food preparation areas, equipment and materials meet all requirements of the USDA Child and Adult Care Food Program (CACFP, local health departments, day care licensing authorities and Head Start Performance Standards)
- Completes monthly CACFP reimbursement report and ensures accuracy of meals counts with attendance before forwarding to the **Safety/Nutrition Manager**
- Revises and gathers all information necessary for the CACFP contract annually
- Attends all CACFP and Health Advisory meeting and briefings

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- Arranges and attends meetings with food representatives as needed; works in conjunction with community resources
- Works with the contracted Nutritionist to create, **assist, and revise menus**
- Performs training and technical assistance to cooking staff
- **Ensures Safe Sam curriculum is provided every 30 days to children and families**
- **Ensures emergency exit procedures are explained and practiced monthly**
- **Ensures children are released to persons on Emergency Card**
- Participates in training sessions and workshops when required
- Assist in the classroom as needed
- Obtains and maintains CACFP and CCNP certifications
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- High School Diploma or GED
- CACFP and CCNP certification
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy
- Periodic physical examinations and tuberculin test upon employment are required
- Incumbents are subject to a criminal background check and must pass pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- 1-3 years' experience in a commercial or institutional kitchen setting and related training
- Ability to analyze information and statistics, and write summary reports
- At minimum, basic computer literacy
- Adheres to professional ethics and standards
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication
- Ability to communicate effectively with all levels of staff
- Interpersonal skills and the ability to work as a team member

Physical Requirements:

This position requires incumbent to walk, sit, use hands, and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Daily required to stand, climb, balance and stoop, kneel, crouch or crawl. Incumbent is required to regularly lift and or move up to (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up 50-75%.

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The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organization.

Signature: _____

Date _____