

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Ensures all kitchen paperwork and recordkeeping 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, keeping inventory of items purchased.
- Ensure proper documentation of food, freezer, and refrigerator temperature monitoring.
- Preparing meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted.
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with State and Federal Regulations.
- Ensures cleanliness of centers by assisting teaching staff with janitorial duties.
- Prepares educational/nutritional activities for children.
- Ensures all menus, food preparation areas, equipment and materials meet all requirements of the USDA Child and Adult Care Food Program (CACFP), State and Federal requirements.
- Assist Health Services Manager in gathering all information necessary for the CACFP contract annually.
- Attends all CACFP and Health Advisory Meetings and briefings.
- Arranges annual meetings with food representatives.
- Revises and submits menus to the Health Services Manager annually.
- Performs training and technical assistance to cooking staff as deemed necessary.
- Participates in training sessions and workshops when required.
- Assists in the classroom as needed.
- Capacity and empathy to work with a diverse population and low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children, and families.
- Performs related duties as required.

Qualifications/Requirements:

- High School Diploma or GED.
- A minimum of 1-3 years experience in a commercial or institutional kitchen setting and related training.
- Ability to analyze information and statistics, and write summary reports.
- Possession of a valid Tennessee Commercial Driver's License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

Knowledge or Skills:

- Ability to train staff and parents.
- Excellent skills, including database, word-processing internet, and e-mail.
- Excellent verbal, written, and communication skills.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Good interpersonal skills and the ability to work as a team member.

- Adheres to professional ethics and standards.

Working Conditions:

- 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 fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some 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.

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

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____