

## Highland Rim Economic Corporation

<b>Title:</b> Lead Cook	<b>Reports to:</b> Health Services Manager
<b>Status:</b> Hourly	<b>Department:</b> Head Start
<b>Skill Level:</b> 8	<b>Pay Grade:</b> 802
<b>Location of Work:</b> Head Start Central Office, Houston County	

### **Description:**

Under the supervision of the Health Services Manager this position is to ensure compliance in providing high-quality nutrition services. In addition this position 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 operational Policy and Procedures for Head Start Program to ensure compliance with Federal Performance Standards and Written Plans
- 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, 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
- Prepares and completes 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 Health Services 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 ensure accuracy of meals counts with attendance before forwarding to the Health Services Manager
- Revises and gathers all information necessary for the CACFP contract annually, to submit to the Head Start Director
- Attends all CACFP and Health Advisory Meetings and briefings
- Arranges and attends meetings with food representatives as needed
- Works with the contracted Nutritionist to create and revise menus
- Performs training and technical assistance to cooking staff as deemed necessary
- Participates in training sessions and workshops when required
- Maintain confidentiality of all records and information for children and families
- Assist in the classroom as needed
- Acts as a substitute in the absence of kitchen staff as needed
- Conducts CACFP monitoring for all kitchens three (3) times a year
- ***Performs other duties as assigned to meet the needs of the organization***

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## **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 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 post-offer and random drug and alcohol screening
- Prefer bilingual (English/Spanish)

## **Knowledge or Skills:**

- Ability to work closely with other health agencies in the counties being served.
- Ability to train staff, parents, and other health agencies
- Excellent skills, including database, word-processing, internet, and e-mail.
- Excellent verbal, written, and communication skills
- Ability to work with low-income families and children including those with a disability.
- Ability to communicate effectively with all levels of staff
- Simultaneously handle multiple projects, which require solution research and implementation.
- Interpersonal skills and the ability to work as a team member
- Good work ethics. Ability to focus on both content areas and the management level issues
- Capacity and empathy to work with a diverse population and low-income families and children including those with a disability

## **Required Physical Demands:**

- 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 a minimum of 40 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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_