

PROGRAM COOK

Responsible for preparation and distribution of nutritious meals for the Head Start Programs.

Education and/or Experience

- High school diploma or general education degree (GED) required.
- SERV Safe certification required.

Essential Duties and Responsibilities

- Obtains necessary components of meal to meet CACFP regulations to ensure all daily food requirements are met.
- Prepares and serves all food according to established guidelines.
- Sanitize bowls, pans, utensils, work surfaces and other areas within the kitchen.
- Portions food servings in accordance with CACFP guidelines.
- Actively participates in menu planning.
- Maintains records in accordance with specified guidelines.
- Maintains a clean and organized work area.
- Adheres to Head Start regulations and federal and state standards regarding food preparation and distribution.
- Ensures children with food restrictions have appropriate food substitutions.
- Responsible for following CACFP documentation as it relates to the kitchen, menu, menu substitution log, menu as served, temperature logs for refrigerator, hot and cold food, attendance-meal attendance sheets and meal counts.
- Maintains CACFP documentation at local site and submits required documentation for CACFP as assigned.
- Ensures that all food substitutions are met and monitored.
- Maintains CACFP documentation for current year plus previous 3 years
- Attends all agency and departmental meetings and training as required.
- Performs other reasonable related duties as assigned by immediate supervisor or other management.

• Job Type: Part-time

IMPORTANT: All individuals [applying](#) for teaching positions must upload the following documentation along with their application:

- CPR Certification
- Bloodborne Pathogens

- CDA Certification
- Transcript of Degree (if applicable)
 - Copy of Degree (if applicable)
 - TB test