

Head Start / Early Head Start Substitute Teachers, Cooks and Drivers: Immediate need for Substitutes in our Burlington, Fort Madison, Keokuk & Mt Pleasant locations. Require HS Diploma or GED. **Teachers:** should have prior experience working with children ages 0 – 5 in a day care setting. **Cooks:** experience in large quantity cooking preferred. **Bus Drivers:** require Class B CDL, school bus & passenger endorsements. **All positions:** post offer/pre-employment physical, criminal background check and drug testing required. Submit required Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 no later than **4:00 pm, Tuesday, August 22, 2017**. Applications available at any Agency center or on this web site. Affirmative Action/Equal Opportunity Employer.

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

JOB Title: Cook
Department: Head Start / Early Head Start
Reports to: Head Start Nutrition Services Coordinator

Summary: Prepare balanced, nutritious, and appealing meals for Head Start and Early Head Start as required by program operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Provide appealing, nutritionally balanced meals according to menus developed by the Nutrition Coordinator and approved by a Registered Dietitian.
3. Maintain appropriate food temperatures.
4. Record temperatures of freezer, refrigerator and monitor temperatures.
5. Maintain a clean, sanitary, orderly working environment, which meets health inspection requirements.
6. Submit reports to Central Office including food production records, grocery receipts and classroom menus in a timely manner.
7. Maintain up-to-date records including daily food costs, meal counts and classroom comment sheets.
8. Wash, sanitize and store serving and cooking equipment, plates, glasses, and silverware.
9. Obtain a substitute when absent from position; inform supervisor of such action.
10. Transport and/or deliver food and/or groceries to classrooms, as indicated.
11. Attend meetings and trainings as mandated including staff meetings, pre-service, in-service and other training opportunities.
12. Eat a meal in each classroom at least one time per school year at child-sized table.
13. Maintain proper hygiene; dress appropriately for kitchen work – long pants, no open-toed shoes.
14. Follow food storage guidelines and sanitation procedures as outlined by Head Start Performance Standards, Child and Adult Care Food Program (CACFP) and local health department guidelines.
15. Be aware of **children's** food allergies and intolerances and make appropriate substitutions with assistance from the Nutrition Coordinator.
16. Purchase and order food, buying in advance to take advantage of sale and bulk items.
17. Follow the Performance Standards, Child & Adult Care Food Program (CACFP) guidelines, State of Iowa Licensing regulations and local health department guidelines.
18. Complete a weekly cleaning schedule.
19. Build a respectful, trusting relationship with classroom staff and children in the program.
20. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of **the Agency's other programs, mission and goals.**
21. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: Directly supervises nutrition volunteers. The Cook carries out supervisory responsibilities in accordance with the Agency's **policies and applicable laws**. Responsibilities include training nutrition volunteers, planning and assigning duties for nutrition volunteers, motivating to succeed and taking corrective action; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A High School Diploma or General Education Degree (GED) and three to six months related experience and/or training.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to compose reports and correspondence. Ability to speak effectively before families or employees of our organization. Employee must be able to follow standardized recipes.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, fractions, percentages, area and volume. Must be able to convert recipes to different serving sizes.

COMPUTER SKILLS: Know basic computer operations including Windows, Microsoft Office products and e-mail. Ability to learn Head Start specific software and data entry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER REQUIREMENTS: Must be able to travel throughout the four county service area regularly as well as travel **occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable.** Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Sanitation training (such as ServSafe), Bus Monitor training and Nutrition/Civil Rights training as required our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; taste or smell. The employee is frequently required to stand and stoop, kneel, crouch, bend, push/pull or crawl. The employee is occasionally required to walk, climb or balance, and talk or hear. The employee must be able to regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. The employee must be able to carry groceries, work around hot range tops, **and** lift food in and out of oven, handle food storage containers and transport food.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and childhood illnesses. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme heat, risk of electrical shock, risk of radiation, and vibrations. The noise level in the work environment is usually moderate.

Employee will work in kitchen environment, collecting dishes from classrooms, washing them and returning them to proper locations, preparing and transferring hot and cold foods to containers, will shop for produce and unload and store supplies. The employee will work with gas or electric ovens and/or stoves and large industrial dishwashers.