

Community Action of Southeast Iowa

In-House Ad

Please Post: January 19, 2024 through January 26, 2024
Title: Head Start - Cook
Base: Mt. Pleasant, IA
Salary: \$ 14.95 per hour
Classification: Part Year / Full Time – 40 hrs / week

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Follow the 5 rights of the kitchen. Provide appealing, nutritionally balanced meals based on menus developed by the Nutrition Team.
3. Follow Child and Adult Food Care Program guidelines of meal service and record keeping.
4. Follow ServSafe guidelines of food safety.
5. Maintain Daily temperature logs for freezers and refrigerators. Maintain a clean, sanitary and orderly work environment which meets health inspection requirements. Alert Facilities Assistant when equipment fails.
6. Maintain weekly food production reports, kitchen sanitation and cleaning schedules
7. Maintain monthly kitchen deep cleaning records
8. Submit reports and monitoring to Health and Nutrition Service Coordinator.
9. Purchase and order food weekly, keep an accurate inventory of food, cleaning supplies, equipment. Submit receipts and delivery confirmations to Health and Nutrition Service Coordinator.
10. Wash, sanitize and store serving and cooking equipment and dishes.
11. Communicate with teaching staff for meal service delivery times. Transport food, groceries to classrooms as required.
12. Be aware of children's food allergies and intolerances, making appropriate substitutions with assistance from the Health and Nutrition Coordinator. Participate in parent support meetings as needed for special diet education.
13. Follow kitchen guidelines as outlined by Head Start Performance Standards, Child & Adult Care Food Program, State of Iowa Licensing regulations and local health department guidelines.
14. Utilize basic computer skills for email, sending and receiving reports, completing food production records and ordering food.
15. Inventory and ensure a proper amount of emergency food available for all classrooms
16. Eat a meal in each classroom at least one time per year.
17. Participate in Nutrition Team Standup and Cook meetings, Agency and Head Start specific training
18. Model professional behavior and dress code.

JOB QUALIFICATIONS:

1. High school diploma or GED; must be at least 18 years of age.
2. Three to six months related experience and/or training.
3. Staff supervisory experience preferred.
4. Must have computer experience, including work with Excel and Internet use.
5. Must have excellent mathematical skills to calculate amounts such as discounts, proportions. Must have ability to convert recipes to different serving sizes.
6. Ability to regularly lift and/or move up to 50 pounds.
7. Obtain SafeServ Certification

If interested in applying for this position, contact: Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated Agency application by 5:00 pm Friday, January 26, 2024.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

Affirmative Action / Equal Opportunity Employer