**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START COOK II**

**Position Title:** Cook II

**FLSA Status:** Non-Exempt

**Work Schedule:** Monday through Friday 7:00 a.m. – 3:00 p.m.

**Job Status:** Full Time

**Supervised by:** Cook I

# POSITION SUMMARY

Responsible for preparing and serving food; clean kitchen equipment, utensils and facilities. Perform a variety of duties involved in the care and cleaning of assigned buildings and facilities. The Cook II will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

# ESSENTIAL FUNCTIONS

* Perform a variety of duties involved in preparing and serving food.
* Assemble ingredients in accordance with lunch instructions; make appropriate substitutions when food items are not available.
* Maintain work area, kitchen utensils, and food service equipment in a clean and sanitary manner; rinse trays and other table service utensils; load and unload the dishwasher.
* Assist in taking inventory; assist in receiving, marking, stocking, and rotating food and supplies in freezers, refrigerators and shelves.
* Verify and record daily lunch count for production; determine number of meals necessary; determine number of special meals necessary to accommodate students with special diets.
* Learn to operate kitchen equipment used in quantity food preparation. Operate standard kitchen equipment safely and efficiently.
* Maintain food service equipment and areas in a clean and sanitary condition.
* Prepare and serve food in accordance with health and sanitation regulations. Assure food items are prepared, served and stored properly.
* Perform work in adherence to safe work practices and procedures and in compliance with applicable standards.
* Understand and follow oral and written directions. Read, interpret, and follow rules, regulations, policies, and procedures including applicable health and sanitation requirements.
* Perform other job related tasks as required.

**POSITION QUALIFICATIONS**

* High School diploma or GED plus food preparation experience.
* Prefer applicant to possess some knowledge of the Head Start Performance Standards related to food and nutrition.
* Possess knowledge of standard kitchen equipment, utensils and measurements.
* Possess knowledge of sanitation and safety practices related to cooking and serving food.

**QUALIFICATIONS/REQUIREMENTS**

* High School Diploma or GED equivalent.
* Valid NC Driver’s license.
* Ability to work independently.
* Ability to comprehend and follow federal, state and local regulations pertaining to food service and early childhood regulations.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.

**PHYSICAL DEMANDS**

X Walking X Sitting X Pushing X Climbing

X Stooping X Standing X Kneeling X Crouching

X Lifting (40lbs.) X Bending

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

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

**Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**