

# YOUTH IN NEED JOB DESCRIPTION

**Job Title: Cook**

**Reports To:** Center Manager, Assistant Center Manager, Assistant Principal or Center Administrator

**FLSA Status:** Non-Exempt

**Purpose Of Job:** The role of the Cook is to provide children with healthy, nourishing meals while attending Head Start/Early Head Start programming. Cooks plan, develop, and implement all aspects of kitchen operations on a daily basis in coordination with center management and the Nutrition Manager. The Cook ensures that agency policies and procedures, State Licensing requirements, Health & Sanitation Requirements, Child and Adult Care Food Program (CACFP), Head Start Performance Standards, and ongoing kitchen monitoring is maintained at all times. Cooks are responsible for ensuring that specialized diets and/or allergy needs are met for individual children as needed.

**Program Foundations**

- Contribute to Youth In Need's Mission: *To build on the strengths of children, youth and families so they find safety, hope and success in life.*
- Share Youth In Need's Vision: *Youth In Need will be the leader and driving force for future generations in helping children, youth and families to realize their potential and positively impact their communities.*
- Embrace the Strengths Based Philosophy: *Youth In Need recognizes and emphasizes the strengths of all staff, children, youth and families.*
- Value Youth In Need's Culture of Inclusion and Diversity. *Youth In Need's Diversity Definition: Believing in the power of potential, Diversity is intentionally embracing and valuing the differences and similarities, both visible and invisible, that make us who we are—one community. Together our attitudes, actions, policies and physical environment are vital to ensure that all feel comfortable, respected and included regardless of race, sex, gender identity or expression, age, income, faith, ability, political affiliation, sexual orientation or cultural background.*
- Practice Cultural and Linguistic Responsiveness and Developmentally Appropriate Practice
- Collaborate with and mentor others.

**ESSENTIAL RESPONSIBILITIES:****I. FOOD PREPARATION (35%)**

- Plan and prepare nutritionally sound meals and snacks for children in accordance with program menus. Ensure that all health & sanitation, as well as ServSafe® measures are adequately followed when preparing food.
- Make certain that individual care needs are met for children requiring specialized diets or allergy modifications.
- Deliver and retrieve food carts to/from classrooms per the routine schedule of meal service.

**II. KITCHEN ENVIRONMENT (25%)**

- Maintain established standards of sanitation and safety within the kitchen environment.
- Clean, sanitize, inspect and maintain all utensils, food service equipment and food service areas.
- Ensure that all food service equipment is adequately stored, cared for, and replaced when needed.

**III. MONITORING (20%)**

- Plan, organize, and place weekly food orders based on program menus.
- Plan, organize, and shop at local approved grocers for items that cannot be ordered from food vendor.
- Receive and verify that all food deliveries are correct and in acceptable condition.
- Label food received in accordance with health and sanitation standards.
- Submit invoices and receipts as required by program policy and procedure.
- Complete and maintain required paperwork needed for State Licensing requirements, Health & Sanitation Requirements, Child and Adult Care Food Program (CACFP), and Head Start Performance Standards.

#### IV. **PROGRAM ENGAGEMENT** (10%)

- Support teaching team in the preparation and implementation of nutritional activities for children and families when needed.
- Work with Nutrition Manager to develop culturally inclusive meals.
- Assist center-based team in maintaining a healthy and safe environment in accordance with all regulations.
- Engage with children and families in program activities when needed and/or requested.

#### V. **PROFESSIONAL DEVELOPMENT** (5%)

- Actively participate in Professional Development opportunities and incorporate information from training and guidance into practice to improve quality.
- Attend all required trainings, meetings and complete necessary certifications as required.
- Develop and work towards professional development goals in collaboration with your supervisor.

#### VI. **OTHER** (5%)

- Performs other duties as assigned.
- May be requested to fill in at other sites or travel to other locations for training.
- Must be sensitive to the socioeconomic and cultural characteristics of the service population.

### **Required Education and Credentials**

High School Diploma or High School Equivalency (HSE)

Must obtain ServSafe® certification

### **Knowledge**

Possess math skills needed for menu planning and production.

Ability to read, write, and understand directions.

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR & First Aid certified

### **Experience**

Experience cooking for large groups preferred

Cooking in a childcare setting preferred

### **Skills**

Work well independently and collaboratively with others.

Ability to retain information and apply it.

Computer skills needed to submit online orders, send/receive email communication, and uploading documents

### **Environmental Conditions**

This job operates both in an indoor kitchen, classroom and office environment and within the programs. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Exposure to warm temperatures and chemicals.

### **Physical Requirements**

When performing the duties of the job, the employee is regularly required to talk, hear and write. Ability to lift 50 lbs. to carry supplies or donations. Able to lift/carry children when appropriate.

Must be mobile, able to get up and down from floor, able to bend and reach above head.

### **Driving Requirements**

Class E Driver's License – Required

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

**Written By:** Meghan Whitworth

**Approved By:** April Gabel

**Approval Date:** November, 2021

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

**Employee Printed or Typed Name** \_\_\_\_\_

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.