



# Northcoast Children's Services

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## JOB DESCRIPTION

Northcoast Children's Services  
Head Start / Early Head Start / State Program

### **COOK**

Under the supervision of the Center Director, the Cook implements the cycle menu, purchases and prepares food, completes Child Care Food Program paperwork and supports center staff with nutrition activities in the classroom. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Implements the cycle menu in accordance with NCS policies, procedures, and established practices; budget requirements; Head Start Performance Standards, and the guidelines established by the Child Care Food Program.
2. Purchases food needed for meals and snacks served on site and for field trips for center-based programs and home-based socializations.
3. Prepares, organizes, and sets up the food for meals and snacks (including meeting the "time of day meal service" guidelines required by the Child Care Food Program).
4. Joins the children and other staff at the table during mealtimes whenever possible.
5. Cleans and maintains kitchen, food service utensils, equipment, and food storage areas to standards mandated by California Department of Social Services Community Care Licensing, the Humboldt County Health Department, and best practices with regards to food safety and sanitation.
6. Purchases and provides set up of foods for nutrition curriculum and children's cooking projects in the classroom.
7. Maintains all required Child Care Food Program paperwork. Paperwork includes menu production records, monthly adjustment sheets, food transport records, inventories, cycle menus, attendance sheets and food purchase receipts. Compiles monthly reports accurately. Turns in all monthly Child Care Food Program documentation on time.
8. Posts and maintains all required Child Care Food public notices.
9. Refers child nutrition concerns to appropriate agency staff member.
10. Participates in team meetings, required in-services, and all cook networkings and trainings.
11. Communicates and works effectively with other staff members.

12. Trains Assistant Cook and potential substitutes in the CCFP paperwork and in all other aspects of the cook's roles and responsibilities.
13. Other duties as assigned.

### **QUALIFICATIONS:**

1. Basic cooking skills plus experience in food service and volume meal preparation.
2. Must be able to read and follow a recipe and a cycle menu.
3. Must be able to relate well to parents, children and other staff members.
4. Must communicate effectively and be functionally literate in English.
5. Must possess organizational skills, time management skills, and the ability to prioritize.
6. Must possess the ability to keep accurate reports and records.
7. Must possess the math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions.
8. Must provide evidence of reliable transportation which is available for travel during working hours.
9. Must provide evidence of a valid driver's license.
10. Must provide evidence of current automobile liability insurance.

### **Physical Requirements**

1. Physical ability to remain on feet for extended periods of time.
2. Position requires fine motor repetitive motion.
3. Physical ability to lift and carry up to 25 pounds.
4. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.
5. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.

### **Health and Safety Requirements**

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.