



# Northcoast Children's Services

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## JOB DESCRIPTION

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

### **ASSISTANT COOK**

Under the supervision of the Center Director and with the day-to-day guidance of the Cook, the Assistant Cook assists the cook with food preparation, service and clean up. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Assists in the preparation of food for meals and snacks.
2. Assists in set up, service and cleanup of meals.
3. Joins the children and other staff at the table during mealtimes whenever possible.
4. Assists with cleaning and maintaining the 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.
5. Assumes the cook's role and responsibilities in the cook's absence, which may include shopping and the accurate completion of required CCFP paperwork submitted on time with the required documentation.
6. Refers child nutrition concerns to appropriate agency staff member.
7. Participates in team meetings, required in-services, and all cook networkings and trainings.
8. Communicates and works effectively with other staff members.
9. Other duties as assigned.

### **QUALIFICATIONS:**

1. Must possess basic cooking skills.
2. Prior experience in food handling and service desired.
3. Must communicate effectively and be functionally literate in English.
4. Must be able to relate well to parents, children and other staff members.

5. Must provide evidence of reliable transportation which is available for travel during working hours.
6. Must provide evidence of a valid driver's license.
7. Must provide evidence of current automobile liability insurance.

### **Physical Requirements**

1. Physical ability to remain on feet for extended periods of time throughout a work week.
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.