

Tolowa Dee-ni' Nation

Position Description

Title: Head Start Assistant Cook
Class: Skilled
Status: Part Time
Supervisor: Nutrition Specialist
Effective Date: July 2009

Department: (07) Head Start
FLSA: Non-Exempt
Pay Grade: II (\$10.81 - \$13.29)
Subordinates: None

Position Summary:

Under the direct supervision of the Nutrition Specialist, the Assistant Cook will provide support in preparing, purchasing, storing, and serving food in accordance with USDA/California Department of Education Nutrition Guidelines. The Assistant cook follows detailed instructions and procedures in accomplishing assignments.

Essential Duties and Responsibilities:

- Assists Nutrition Specialist in preparing breakfast and lunch for 50 children, ages 3-5 years of age.
- Assists Nutrition Specialist in providing staff, parents and students information and knowledge about nutrition.
- In coordination with the Nutrition Specialist, completes and maintains required food program reports; such as daily meal census, records number of meals served to staff, parents and students, documents child food program, ensures that orders are completed appropriately, accurately and in a timely manner.
- Assists in preparing snacks and meals in accordance with planned menus and USDA meal requirements.
- Documents refrigerator/freezer temperatures daily.
- Adheres to sanitation and safety requirements of the nutrition component.
- Assistant in checking nutritional habits of students, keeping track of any allergies to specific foods.
- Assists in interpreting growth charts and communicates with parents and their children's nutritional needs.
- Assists in preparing and presenting new foods to students, emphasizing and implementing Cultural/Traditional Native foods into menu planning, and the Pyramid Food Chart concept, cooks with children, guides children to set tables and clean up.
- Participate in bi-weekly nutrition education in classroom and facilitates daily IMIL activities.
- Assists in preparing food and supplies for field trips, attend field trips to facilitate food distributions and assist staff as needed.
- Carries out full responsibility for the upkeep and cleanliness of the kitchen and lobby area of Head Start and facility.
- Promotes, establishes and implements positive working relationships with students, families and co-workers.

- Participates in all Howonquet Head Start trainings, mandated and requested by the Lead Cook to keep abreast of current requirements, such as mandated reporting/blood borne pathogens training.
- Performs other related duties as assigned by the Nutrition Specialist in conducting the day-today site activities and operations.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED) plus six months previous experience in food service and six ECE units completed by 2013.
- Must satisfactorily pass an extensive and detailed pre-employment, and random, drug and alcohol screening and criminal history background check.
- Must satisfactorily pass an annual physical examination per Head Start regulations.
- Must pass a TB test.
- Must possess knowledge of the Food Program Requirements, knowledge of early childhood nutritional needs, ability to judge food quality, knowledge of quantity buying and cooking, knowledge of different types/uses of kitchen utensils and equipment.
- Must be able to maintain confidentiality of personal information about children, families and staff.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a Food Handlers Certificate, adult/infant CPR and First Aid Certification, Blood Borne Pathogens Training/Mandated Reporter Training, on a yearly basis.
- Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation, including fingerprint clearance, will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk and ascend and descend steps. The employee must regularly lift and/or move up to 30-45 pounds and occasionally lift and/move up to 50+ pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Additional Employment Conditions:

All Tolowa Dee-ni’ Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni’ Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

