

Cook

POSITION OVERVIEW

The Cook position helps plan, coordinate and implement the nutrition services of Head Start in the areas of food preparation, food service cleanup, and site sanitation in accordance with policies, procedures, and the philosophy of the MPP Board of Directors and the Head Start Policy Council.

QUALIFICATIONS

- High School diploma or equivalent, required.
- One to three months experience, preferred.
- Excellent communication skills with adults and children.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire (training provided).
- Bi-Lingual, English/Spanish skills are beneficial.

RESPONSIBILITIES

- Maintains knowledge of USDA Child and Adult Care Food Program and Summer Food Service Program standards, nutritional services, meal planning, food record keeping, feeding young children-family style meal service, and child development and nutritional needs.
- Uses kitchen equipment daily in an appropriate manner and maintains knowledge of adaptability and uses of new equipment.
- Assists in the preparation and serving of two nutritious meals and one snack in accordance with standardized recipes in a manner which is culturally sensitive, appealing to the eye and palate of young children, and that is developmentally appropriate while paying specific attention to special diets dietary needs and children with disabilities.
- Prepares safe drinking water for each classroom.
- Assists daily as assigned with accurate food recordkeeping.
- Uses proper sanitation practices related to food handling and maintain knowledge of health and sanitation procedures, proper food temperatures, storage and preparation guidelines.
- Cleans and sanitizes all kitchen surfaces, equipment and areas in accordance with daily, weekly, monthly, quarterly and yearly Head Start cleaning schedule in order to maintain a safe work environment and to meet all licensing and certification requirements.
- Works cooperatively with classroom staff, families, and food service staff, and supervises volunteers on an ongoing basis. Provide hands-on support to classroom staff.
- Assists in receiving orders from vendors, ensuring that proper items have been delivered.
- Assists in the storage, inventory, and ordering of food and food service equipment.
- Prepares meals and snacks for parent meetings and attends as requested.

- Assists and/or participates in emergency drills and situations as needed. Implement Positive Behavior Intervention Support (PBIS) strategies with assigned children in the classroom using one on one support, as needed.
- All other duties as assigned.

BENEFITS & COMPENSATION

- \$500 Sign-On Incentive.
- Paid continuing education & training opportunities.
- Affordable Medical, Dental, & Vision insurance eligibility after 60 days.
- Life Insurance
- Supplemental insurance coverage options available; such as additional life insurance, cancer, accident, etc.
- Matching 401k retirement plan
- 11 paid Holidays
- Annual and Sick Leave Accruals

Macon Program for Progress is an Equal Opportunity Employer. In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.