



Position title: Head Start Cook

Reports to: Health, Safety, and Nutrition Services Manager

Classification: Non-Exempt

Job Summary:

Under the guidance and supervision of the Health, Safety, and Nutrition Services Manager, the Head Start Cook is responsible for the daily production of nutritious, child-friendly meals, served family style, which meet the requirements of the Child and Adult Care Food Program. The Head Start Cook produces breakfast and lunch daily for 17-51 children (depending on the size of the Head Start Center) and 3-12 staff. Primary responsibilities include weekly grocery shopping, cooking, record keeping, kitchen organization and cleaning, training of kitchen volunteers, and supporting Early Sprouts classroom nutrition and cooking activities. The Head Start Cook also attends and participates in weekly staff meetings, engages in the center planning activities, and contributes to the overall success of the Head Start Center team. The Head Start Cook works independently, has strong organizational and time management skills, is passionate about keeping up with current developments and trends in nutrition and cooking, maintains records and reports with accuracy, and maintains a positive attitude.

Essential Functions:

- Responsible for the daily production of nutritious, child-friendly meals, served family style, which meet the requirements of the Child and Adult Care Food Program, producing breakfast and lunch daily for 17-51 children (depending on the size of the Head Start Center) and 3-12 staff. Responsible for weekly grocery shopping and cooking.
- Responsible for daily record keeping, kitchen organization and cleaning, training of kitchen volunteers, and supporting Early Sprouts classroom nutrition and cooking activities.
- Responsible for participating in weekly staff meetings, engaging in center planning activities, and contributing to the overall success of the Head Start Center team.
- The Head Start Cook works independently, has strong organizational and time management skills, is passionate about keeping up with current developments and trends in nutrition and cooking, can maintain records and reports with accuracy, and maintains a positive attitude.

Competencies:

- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances.
- **Creativity and Innovation:** The ability to introduce new or novel concepts or ways of doing things.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do.
- **Judgment:** Ability to weigh alternative actions and make decisions that incorporate opinions, facts, tangible, and/or intangible factors.

- **Pride in Work:** Seeks to do a job correctly and is driven by being associated with doing high quality work.
- **Prioritization:** Effectively arranges goals, tasks and projects in order of greatest importance to achieve success.
- **Teamwork and Collaboration:** Ability to work effectively with others to achieve common causes.

Desired Qualifications:

- Must pass NH State Licensing requirement for background check for fingerprinting and criminal record check and Head Start requirement for sex offender check before hire.
- Certification in child first aid and CPR (program will provide upon hire).
- SERV Safe Safety and Sanitation Certification preferred.
- Minimum of high school diploma or GED.
- Valid New Hampshire driver's license, current adequate car insurance, proof of car insurance, and reliable transportation
- Ability to stand for extended periods of time and able to lift up to 35 pounds
- Comfortable working with young children and willingness to step into the classrooms to help out.

Print name

Signature

Date