

EAST MISSOURI ACTION AGENCY, INC.
"A Community Action Agency"
107 Industrial Drive, PO Box N
Park Hills, Missouri 63601
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Cook Aide
2. Grade Level:
3. FLSA Status: Non-Exempt
4. Supervisor's Position: Direct Supervisor: Site Manager
In-Direct Supervisor: Area Coordinator
5. Supervised Positions: None
6. Position Summary: Assist cook in ensuring that USDA guidelines and Head Start nutrition guidelines are met. Responsible for assisting other staff in maintaining a clean, safe and healthy center environment for the children.
7. SPECIFIC RESPONSIBILITIES:
 - A. Helps plan and prepare meals.
 1. Assists with grocery shopping
 2. Helps cook ensure that enough food is served to meet USDA and Head Start guidelines.
 3. Serves food at safe temperatures.
 4. Sets tables with children's assistance.
 5. Operates kitchen equipment of all types.
 - B. Assists other staff in providing a clean, safe and healthy environment.
 1. Cleans kitchen and dining area after meals.
 2. Washes dishes.
 3. Cleans bathrooms.
 4. Cleans stove, refrigerator and freezer, weekly.
 5. Assists other staff in assuring compliance with all relevant health and safety standards.
 - C. Attends training required by the State and Head Start.
 - D. Maintains confidentiality of information on children and families participating in Head Start.
 - E. Follows the Head Start 101 dress code.
 - F. Models appropriate attitude and behavior with children, families, and community and staff.

- G. Performs any other duty deemed necessary by program needs and requirements.
 - H. Recruits families following current recruiting procedures.
8. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)
- A. Minimum age 18.
 - B. Must have training and/or experience in food preparation and nutrition; experience in early childhood education preferred.
 - C. Must be able to stand, walk and stoop for extended periods of time.
 - D. Must be able to lift up to 35 pounds easily.
 - E. Must be able to work around moderate to loud noise.
 - F. Must receive and pass an annual physical, TB test and have had the Hepatitis A shot.
 - G. Must maintain good attendance.

Employee's Signature

Date

Supervisor's Signature

Date

Director's Signature

Date

Executive Director's Signature

Date