

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
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: Ensuring that USDA guidelines and Head Start nutrition guidelines are met. Responsible for maintaining a clean, safe and healthy center environment for the children.
7. SPECIFIC RESPONSIBILITIES:
 - A. Plans and prepares meals.
 1. Prepares shopping list in advance.
 2. Goes grocery shopping.
 3. Ensures that enough food is served to meet USDA and Head Start guidelines.
 4. Serves food at safe temperatures.
 5. Sets tables with children's assistance.
 6. Operates kitchen equipment of all types.
 - B. Provides 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. Assures compliance with all relevant health and safety standards.
 - C. Completes required paperwork in a timely and accurate manner.
 - D. Attends training required by the State and Head Start.
 - E. Maintains confidentiality of information on children and families participation in Head Start
 - F. Follows the Head Start 101 dress code.

- G. Models appropriate attitude and behavior with children, families, and community and staff..
 - H. Performs any other duty deemed necessary by program needs and requirements.
 - I. Recruits families following current recruiting procedures.
8. TRIANING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)
- A. Minimum age 18.
 - B. Must have training and experience in food preparation and nutrition sufficient to demonstrate capability to operate kitchen and manage food-serving operations for a center the size to which assigned. 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