



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>RD</sup> STREET (SUITE A), McMinnville, OR 97128**  
**JOB DESCRIPTION**

<b>Revision Date:</b> 04/28/2017	<b>Position Number:</b> HSYC 17-04-Asst. Cook	<b>FLSA Status:</b> Non-Exempt
<b>Position Title:</b> Assistant Cook	<b>Pay / Category:</b> TBD, Full-Time with benefits	
<b>Reports to [Job Title &amp; Division/Department]:</b> Transportation & Kitchen Coordinator	<b>Positions Supervised:</b> None	

**GENERAL DESCRIPTION:**

Assist and support the Cook to provide food service duties in the classroom in compliance with program and federal guidelines. Model a healthy attitude toward nutritious food and assist in serving meals that are attractive, appealing, and flavorful.

**ESSENTIAL JOB DUTIES:**

1. Support and assist the Cook prepare and serve meals following the Public Health, Head Start And USDA guidelines.
2. Provide for the smooth service of food to the children.
3. Utilize cycle menus.
4. Purchase supplies and food as needed for food service.
5. Keep food service areas, equipment, and utensils sanitary and clean/knowledge of requirements.
6. Include children, parents, and volunteers in the service of meals.
7. Coordinate food and supplies for field trips.
8. Share information about nutrition and sanitation practices with volunteers and substitutes.
9. Cover Head Cook duties as needed.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma or GED, required.
2. One year experience cooking nutritious foods for large groups.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of or a willingness to learn:
  - a. Child Development.
  - b. Early Child Education.
  - c. Developmentally Appropriate Practices.
  - d. Positive guidance techniques (PBIS) with children, families and co-workers.
  - e. Skills for working with children with challenging behaviors.
  - f. Skills for working with children and parents with special needs and in high risk lifestyles.
2. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.
3. Ability to maintain accurate records / computer literate.
4. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
5. Reliable transportation.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and compassionately while maintaining confidentiality. Warm tone of voice and inflection.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in the English language.
4. Bilingual/ Bi-literate English/Spanish is preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.

3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain Food Handler's permit within 30 days of hire and maintain throughout employment.
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
7. Obtain the CPR/1<sup>st</sup> Aid Certification within 90 days of hire and maintain throughout employment.
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire.

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**OTHER JOB DUTIES:**

1. Attend meetings and trainings as requested.
2. Participate in a minimum of 15 clock hours of professional development, per year.
3. Participate in training, and evaluating Substitutes, Volunteers, and Aides.
4. Perform other duties as assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to bend; stoop; run after and with children on a regular basis. Additional requirements include:

1. Ability to lift, carry and move objects up to 80 pounds with assistance.
2. Ability to be on feet for 5-6 hour periods.

**MENTAL DEMANDS:**

This position requires:

1. Mental alertness.
2. The ability to anticipate possible crisis situations and deal with them effectively.
3. The ability to use good judgment with at-risk client populations.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, an employee will encounter:

1. Exposure to outside weather conditions (including driving in all weather).
2. Working in an indoor kitchen environment.
3. Noise level is usually moderate.
4. Fast pace during meal service times.

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start’s enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.**