



**HEAD START OF YAMHILL COUNTY**  
**1006 N.E. 3<sup>RD</sup> STREET, SUITE A, MCMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> February 13, 2024	<b>Position Number:</b> HSYC 12-04-HC	<b>FLSA Status:</b> Non-Exempt
<b>Position Title:</b> Head Cook	<b>Pay:</b> \$16.92 (F/T w/benefits)	
<b>Reports to [Job Title &amp; Division/Department]:</b> Health & Nutrition Coordinator	<b>Positions Supervised:</b> None	

**GENERAL DESCRIPTION**

Provides and oversees all aspects of planning, production, preparation, and service of nutritious meals and snacks for Head Start and Early Head Start students, parents, and teachers in accordance with established standards of nutrition, health, and sanitation. Collaborates with Health and Nutrition Coordinator to perform administrative tasks supporting the food preparation process, including documentation and record maintenance.

**ESSENTIAL JOB DUTIES:**

1. Purchase supplies and food needed for food service.
2. Prepare and serve meals following Public Health, Head Start, and USDA guidelines.
3. Utilize cycle menus and participate in menu development and revisions.
4. Train all staff to model appropriate USDA food serving guidelines.
5. Keep kitchen, equipment, dishes, and utensils sanitary and clean.
6. Include children and parent volunteers in the service of meals.
7. Share information about nutrition and sanitation practices with volunteers and substitutes.
8. Coordinate food and supplies for field trips.
9. Complete accurate monthly USDA records-meal counts, food orders, etc.
10. Attend center meetings and trainings as required.
11. Train and support food service staff and substitutes.
12. Participate in general nutrition related activities including classroom and parent meetings.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High school diploma, GED, or equivalent experience preferred.
2. Two years' experience cooking nutritious foods for large groups or working in a commercial kitchen required.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of basic sanitation requirements
2. Knowledge of, or a willingness to learn, Child Development, Early Child Education,

Developmentally Appropriate Practices, classroom support, and a willingness and ability to work with children with challenging behaviors and children and parents with special needs.

3. Willingness and ability to work with at-risk children and families.
4. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
5. Demonstrate an understanding of ethical practices as listed in the NAEYC Code of Ethics.
6. Maintain confidentiality and exercise sound judgment concerning privileged information.
7. Good written and oral communication.
8. Computer literacy.
9. 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
10. Reliable transportation.

#### **COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively, and confidentially with children, families, and co-workers.
2. Able to represent the organization to the public in a professional manner.
3. Ability to read, speak, and write proficiently in English.
4. Bilingual/ Bi-literate English/Spanish 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 effectively with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.
8. Ability to keep accurate records.

#### **CERTIFICATES, 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.
3. Self-health appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain food handler's certification within 30 days of hire. \*
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
7. Obtain First Aid/CPR certification within 90 days of hire.
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 30 days of hire.

9. Obtain the Foundations for Learning Certificate within 90 days of hire.
10. Willingness to participate in a minimum of 15 hours of professional development training per year.
11. Enrollment in Oregon Registry Online. \*\*

\*not required for Administrative office staff/ those not typically in the classroom

\*\*required for all classroom staff, education support staff and education supervisors

**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:**

Attend meetings and training as requested.

1. Participate in training and evaluating Cooks, Substitutes, Volunteers, and Aides.

### **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 job duties, the employee is frequently required to bend, stoop, and run after and with children regularly.

1. Ability to lift, carry, and move objects up to 50 pounds.
2. Ability to be on feet for 5-6-hour periods.
3. Ability to work under stress and be flexible.
4. Ability to travel to out-of-town training sessions and overnight meetings as required.

### **MENTAL DEMANDS:**

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. 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.

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Indoor environment
4. Exposed to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment
6. Indoor kitchen environment
7. Noise level is usually moderate
8. Fast pace during meal service times

### **CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency

**HSYC**

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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.**

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**Signature**

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**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.*