



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

Revision Date: 02/15/2024	Position Number: HSYC 23-02- Cook	FLSA Status: Non-Exempt
Position Title: Cook Assistant	Pay / Category: \$15.71 Full-Time with Benefits	
Reports to [Job Title & Division/Department]: Health & Nutrition Coordinator		Positions Supervised: None

GENERAL DESCRIPTION:

Assist and support the Head 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. Assist the Cook in preparing and serving meals following the Public Health, Head Start, and USDA guidelines.
2. Provide for the safe, efficient, and appropriate 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, preferred.
2. One-year of experience cooking nutritious foods for large groups, preferred.

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

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. Able 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.
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 within 90 days of hire.

10. Willingness to participate in a minimum of 15 clock hours of professional development training, per year.
11. Enrollment in Oregon Registry Online. **
12. Reliable transportation.

*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:

1. Attend meetings and trainings as requested.
2. Participate in training, and evaluating Substitutes, Volunteers, and Aides.
3. 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:

1. 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. 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.