

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

JOB TITLE: Cook

OBJECTIVE: Plan, prepare, and serve all meals in compliance with Head Start Performance Standards, USDA, State Food Service standards, and Child Care Food Program guidelines.

QUALIFICATIONS:

Job qualifications are stated below as Essential Job Results.

Job knowledge / documentation absolutely required. High School or GED. Demonstrated enjoyment of and experience in preparing food for large groups of children. Experience in completing records for USDA and Child Care Food Program. Current physical, TB screening, and the ability to lift, carry, or move up to 50 pounds. Must be able to mop floors and clean all commercial kitchen appliances. Clean personal hygiene. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. "Food Worker Card" Certification required upon hire & willingness to work toward obtaining Food Manager certification as course is available.

ESSENTIAL JOB RESULTS

Comply with required rules and policies

by

- Understanding and following:
 1. Head Start's Performance Standards as they apply to the nutrition program.
 2. BBNA & Head Start Policies and Procedures.
 3. USDA grant requirements.
 4. CACFP recording requirements
 5. Child Care food service regulations.

Maintain a safe food service operation

by

- Ensuring compliance with the Alaska Department of Environmental Conservation Regulations, Head Start Performance Standards, and any other licensing and food service permit requirements.
- Preparing food using proper food handling and sanitation techniques.
- Ensuring that menus are followed and meal plans are accurate and compliant.
- Training and supervising kitchen assistants, volunteers, and substitutes to ensure they follow sanitation and health guidelines.
- Participating in and taking an active role in the required safety drills.

Monitoring and accommodating children with allergies or other special diets

by

- Posting allergy documentation in kitchen area.
- Ensuring that all kitchen staff are aware of the allergy and food items that may contain the allergen.
- Checking each meal service to ensure that food served to children with allergies is compliant and safe.
- Working with classroom staff to ensure that they understand any allergies for children in their care.

Supervising and Training Kitchen Assistant(s)

by

- Ensuring that kitchen assistant or volunteers use proper food handling and sanitation techniques.

- Provide daily supervisory oversight to kitchen assistant, including performance action plans, performance evaluations and complete and accurate time cards.

Ensure healthful menus

by

- Planning menus which meet Head Start and USDA nutrition guidelines
- Collaborating with the Wellness Content Manager to annually review and revise menus.
- Understanding how to make appropriate and compliant food substitutions when menu items are not available.

Keep an inventory of food supplies available

by

- Purchasing and properly receiving foods and supplies to assure quality and cost control following BBNA purchasing procedures.
- Ordering the yearly supply of food staples and the weekly supplies needed for the menu.
- Maintaining proper storage of all food.

Provide healthful meals and snacks for children

by

- Preparing nutritionally balanced breakfasts and lunches and snacks for up to 95 children.
- Serving food “family style”. (Family style includes putting food into serving containers on the table and having the children help themselves to individual portions.)
- Accommodating medically-based diets, allergies or other dietary requirements.

Ensure documentation is provided

by

- Keeping written records including but not limited to: purchase receipts, refrigerator and freezer logs, food serving temperatures and working menus.
- Completing all required paperwork in a timely manner.

Establish effective relationships with children, parents, members of the community, and staff

by

- Having a familiarity with the Bristol Bay area, people, and cultures.
- Making parents feel welcome and part of the overall program.

Protect program integrity and client privacy

by

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

Keep Management Informed

by

- Attending the weekly staff meetings, pre-service, in-service and other training.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

Demonstrate a commitment to lifelong learning

by

- Active enrollment in higher education or training as part of the Child Development Department's Continuum of Training plan.

WORK STATION: FRC Kitchen

SUPERVISOR: FRC Coordinator

WAGE: \$18.26-\$23.04/hr

APPROVAL:

Employee Acknowledgment

Date

Supervisor's Signature

Date

Human Resources Director

Date

President/Chief Executive Officer

Date