

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

JOB TITLE: Cook Assistant Substitute

OBJECTIVE: Assist in preparing and serving 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 required. Demonstrated enjoyment of and experience in preparing food for large groups of children. "Food Worker Card" Certification prior to or upon hire. 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,

ESSENTIAL JOB RESULTS

Comply with Head Start's 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, the BBNA Head Start Manual, and Work Plans.

Maintain a safe food service operation

by

- Assist in 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.
- Washing dishes using proper dish washing techniques.
Participating in and taking an active role in the required safety drills.

Provide healthful meals and snacks for Head Start children

by

- Assist in preparing nutritionally balanced breakfasts and lunches and snacks for up to 75 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.)
- Assist in accommodating medically based diets or other dietary requirements.

Ensure documentation is provided

by

- Assist in keeping written records including purchases, inventory, working menus, meal counts etc.

Contribute to the development and socialization of children

by

- Participate in meal service as appropriate or requested.

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

by

- Having a familiarity with the Bristol Bay area, people, and cultures

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.

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.

WAGE: \$18.00-25.00 / hour (DOE)

JOB TYPE: Temporary On-Call

DUTY STATION: Dillingham VAL Family Resource Center

SUPERVISOR: Wellness Content Manager

Employee Acknowledgment Date

Supervisor's Signature Date

Human Resources Director Date

President & Chief Executive Officer Date