

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
COOK

DESCRIPTION OF WORK

General Statement of Duties: Prepare meals for Head Start Students.

Supervision Received: Under the direct supervision of the Nutrition Manager/Head Cook Supervisor.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Plans and implements a feeding program to meet the needs of preschool children by ordering and preparing food according to planned menu cycles.  
Follows guidelines established by Child and Adult Nutrition Services (C.A.N.S.) and Head Start Nutrition Performance Standards.

Establishes and maintains a record-keeping system that complies with Performance Standards and C.A.N.S. guidelines.

Assists with reports as requested by Nutrition Manager/Head Cook Supervisor or in absence of Nutrition Manager/Head Cook Supervisor.

Performs all simple and complex cooking/food production tasks as well as all routine and expected cooking/food production tasks.

Observes, practices, and implements all sanitation standards which includes maintaining a clean and sanitary work environment. Observes all personal hygiene standards/regulations.

Observes, practices, and implements all required safety, fire, and disaster standards/regulations.

Assists in cooking for any Head Start activity (i.e., Graduation, Pow-wow, Field Day, training sessions, workshops, etc).

Promotes and encourages parent involvement.

Attends all required training and workshops.

Working hours are 7:00am to 3:00pm Monday through Friday.

Other job related duties as assigned by Program Director.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Is able to keep documentation of student's served and keep accurate records to assist Nutrition manager. Is able to keep accurate inventory of kitchen items and foods purchased. Ability to move quickly in case of an emergency, have knowledge of serving amounts for students. Has skills in planning nutritious meals, developing a menu and budgeting. Uses cost effective planning techniques when creating meals for students and other activities.

Education: Must possess a high school diploma or GED. Any culinary degrees or certificates preferred but not required.

Experience: Experience in preparing nutritious meals for large and small groups. Experience in sanitization procedures for preparing meals.

Special Requirements: Must be First Aid and CPR certifiable. Must be able to acquire a ServSafe and Food Handlers Certificate. Must be physically fit and perform the following activities; must have a physical examination within ten (10) days of employment and a yearly physical thereafter (must state the ability to lift 30 pounds). Must submit a yearly TB Test. Must start the Hepatitis B vaccine series within ten (10) days of employment or provide documentation of prior hepatitis B vaccinations. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Revised Date: 06.30.2016