



STEP FORWARD

Classification Specification

COOK (2060)

Purpose of Classification:

The purpose of this position is to prepare meals according to prescribed Head Start agency standards and to follow the state of Ohio Food code laws and regulation regarding the safe preparation and handling of food.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prepares meals consisting of breakfast, lunch and snacks, served family style, to Head Start infants and toddlers: ensures agency menu and standards are in accordance with recipes provided by Child and Adult Care Food Program (CACFP); maintains a list of names of children with allergies or nutrition-related problems to ensure the children are not served food that will make them ill; interacts with children and families at meal time; prepares meals for special occasions: field trips, cafeteria day and home base socializations.

Follows all state of Ohio Food Code laws and regulations regarding food safety and sanitation; safely and properly operates standard commercial equipment (ovens, slicer, mixer, toasters, coolers, warmers and dishwashers; checks equipment on a weekly basis and reports needed repairs to the nutrition coordinator.

Washes and sanitizes dishes and utensils, pots and pans after each meal; sweeps and mops kitchen area and keeps counters and equipment clean and sanitized.

Prepares orders for food and non-food items and other supplies and kitchen tools; stores food and non-food items and other supplies; takes and records temperatures of food and equipment; completes food production sheets.

Keeps records of purchase orders, inventory records, Activity, temperature, and timesheet logs, attendance meal count records and invoices and prepares reports and other documents/using Microsoft Word or Excel.

Attends meetings and food service/training sessions to remain up-to date with new safety and sanitation guidelines as governed by the County Board of Health and other regulators.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required; supplemented by one year of work experience as a cook or kitchen aide in an industrialized kitchen serving a large number of individuals; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. (Or any equiv standard language)

License or Certification Required: Must possess and maintain a valid Ohio driver's license. Possession of ACT 33 and 34 credentials and pass FBI Clearances. Must be willing and able to obtain and maintain the 5 Year ServCafe Certification issued by the National Restaurant Association Educational Foundation and accredited by the American National Standards Institute (ANSI).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of commercial kitchen equipment, machinery, tools, and/or materials used in the operation of cooking: ovens, microwave, coolers, warmers, steamers, and dishwasher; uses computers, printers and various other office equipment as needed in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, toxic agents, animal/human bites, explosives, water hazards, disease, and/or pathogenic substances.

Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.