

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



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**POSITION TITLE:** Cook  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Head Start Program  
**SUPERVISOR:** Head Start Administrator/Director  
**GRADE:** NE-3

### **Mission**

Five Sandoval Indian Pueblos, Inc. Early Learning Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Under the general supervision of the Nutrition Services Manager and with guidance from the contracted Nutritionist, the Cook is responsible for guaranteeing that the children are served nutritious, good tasting and appealing meals. It is the Cook's responsibility to prepare these meals by methods that maintain high nutrient levels and that are sanitary. It is also the Cook's duty to deliver meals to the children ready for family style meal service and suitable for the children's age and development. Keeps records required by the Child and Adult Care Food Program (CACFP), the Delegate Agency and the Grantee. This position involves extensive organizing, problem solving, record keeping, and time management.

### **Essential Duties and Responsibilities**

1. Plans and prepares foods in accordance with the New Mexico and USDA CACFP requirements, Menus and Recipes.
2. Follows planned menus to minimize the need for food substitutions; when substitutions are necessary, with prior approval, serves food of equivalent nutritional value. With guidance from the Nutritionist and Nutrition Manager modifies menus for children's field trips; notes all modifications and substitutes on posted menu and for CACFP records.
3. Prepares breakfast and lunch in such a way that a minimum of nutrients are lost from foods, that ensure foods taste good and look appealing, and that there are ample amounts of foods for children to have as many servings as they need.
4. Maintains established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintains an orderly, sanitary, and safe kitchen.
5. With the guidance of the Nutrition Manager who will consult with the contracted Nutritionist, modifies menus and recipes and prepares foods to meet the developmental needs of children and the medical and feeding needs of children with disabilities or food allergies.
6. Delivers foods from the kitchen to the tables ready to be served as suitable for the children's age and development.
7. Maintains cost control, budget and inventory systems based on CAFCP procedures including records of food production, service and attendance.
8. Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.

9. Cooperates with and participates in nutrition education activities for staff, parents and children.
10. Participates in all emergency drills and environmental safety activities.
11. Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.
12. Participates in the agency's self-evaluation process and grantee monitoring visits and complies with any applicable Program Improvement Plans developed.
13. Participates in general staff meetings and other meetings and events planned by the grantee and delegate agency as requested.
14. Performs other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications Knowledge and Skills**

- Ability to read menus, menu record books; and CACFP regulations in fields relevant to position;
- Ability to effectively communicate with community members and groups, managers, and families both individually and in group settings;
- Ability to work as a positive team member;
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs;
- Knowledge of child development, adult learning and classroom facilitation and learning very helpful;

### **Education**

#### *Minimum*

High School Diploma or GED

It is preferred that the Cook have course work and training in foods, nutrition and/or dietetics. It is also preferred that the Cook possess a current New Mexico Food Handlers Certificate at the time of hiring. A commitment to secure continuing education related to employment with the Agency is required.

### **Training and Experience Required**

Possess knowledge of the principles and practices and current state of child nutrition and of the eating habits of the children served in the program. Demonstrated skills in preparing these foods in a nutritious, good tasting and appealing manner. Experience in

child food service preparation and management desirable. Knowledge of CACFP requirements also desirable. Knowledge of the challenges and strengths of low-income and tribal families. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### *Minimum*

- New Mexico Food Handlers Permit
- If the applicant does not possess at time of hire, obtaining the Food Handlers Certificate within 1 week of hire, is a job requirement. This will not occur during paid hours
- Previous experience in a large-scale food production operation a plus. Ability to work independently. Knowledge of quantity food preparation, equipment, and food purchasing.
- Reliable transportation, current New Mexico Driver's License and proof of insurance.
- Must pass a full background check
- Must pass a full drug screen
- Physical Exam required within 30 days

### **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 this job, the employee is regularly:

- Required to sit; use hands to finger, handle or feel objects, keyboards, tools or controls; reach with hands and arms; speak and hear; operate keyboard;
- Required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl;
- Be capable of must regularly lifting and/or moving up to 40 pounds: 20 pounds overhead and 40 pounds from waist to shoulder, occasional lifting of 50 pounds is required and must be able to push/pull up to 50 pounds horizontally;
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

### **Job Specific Physical/Mental Abilities and Processes**

- High level of daily repetitive motion with hands and arms in food preparation, serving and cleaning activities.
- Continuous standing and walking for most of the work day.
- Frequent daily bending and lifting of up to 50 lbs., items are lifted from floor and work tables/counters.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves and cupboards up to 8' high.

- **Position information**

- 9 months
- Supervised by Head Start Director

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Head Start Director/Administrator Signature

\_\_\_\_\_  
Date

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Human Resources Signature

\_\_\_\_\_  
Date

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Executive Director Signature

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Date

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Policy Council Chair Signature

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Date