



CENTRAL COUNCIL

Tlingit and Haida Indian Tribes of Alaska

Andrew P. Hope Building

320 W Willoughby Avenue, Suite 300 • Juneau, Alaska 99801

POSITION DESCRIPTION Cook II

INFORMATION

Job Class:
Department: Head Start
Location of Work: Southeast Alaska
Salary Grade(s): 7
Hours of Work: Vary
Employment Category: Regular, Fulltime

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
Prepared by: R. Bernhardt
Approved by: 
Effective Date:

PURPOSE

This position is responsible for ensuring that children have access to healthy, balanced meals throughout the day. The incumbent will properly plan for, purchase supplies, and prepare preapproved meals using proper handling and preparation methods, and serve and deliver as needed. This position ensures that work area meets or exceeds federal and state health and safety standards.

REPORTING RELATIONSHIPS

Reports To: Lead Teacher
Supervises: Cook I & Kitchen Support Staff
Liaison To: N/A

ESSENTIAL FUNCTIONS

- Evaluate Information to Determine Compliance with Standards – Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
 - All meals served shall comply with the United States Department of Agriculture (USDA), Child and Adult Care Food Program (CACFP) current and updated meal patterns.
 - Prepare a six-week cycle menu that is nutritionally balanced, culturally appealing, provides variety and new experiences for the Head Start children while meeting the CACFP nutrition standards.
 - Menus will be developed with input from the Health and Nutrition Specialist, a nutritionist, the Lead Teacher, and/or parents.
- Organize, Plan, and Prioritize Work – Develop specific goals and plans to prioritize, organize, and accomplish work.
 - Weekly menus will be posted in the center and sent home to families.

- Incumbent will plan meals around preapproved menus, and will create a list containing ingredients and amount required for each meal (food matrix).
- Complete weekly shopping trips and match receipts to planned food matrix.
- Must be able to operate effectively in a (commercial) kitchen setting, and perform the essential functions to include: receiving/purchasing, storing, prepping, cooking, serving, cleaning and sanitizing within the given work area.
- Develop and maintain a positive relationship with staff, children, their families, assistants, and volunteers.
- Prepare meals (breakfast, lunch or snacks) and serve “family style” to promote community building and social interactions among the children.
- Eat and interact with children at meal times, serving as an appropriate model for the children.
- Must work within a limited budget.
- **Work Activities**
 - **Communication** – Inform Supervisor, or component coordinator, immediately of meal preparation obstacles (mechanical, personnel, and/or product shortages). Offer suggestions for improvement/quality assurance.
 - **Communication with Head Start Center** – Facilitate a quality food program with communication between the food service personnel and teaching teams. Combine curricular-themes into the menu as much as possible, planning with the team.
 - **Attendance** – Attend all scheduled employee meetings and/or trainings.
 - **Compliance** – Understand and abide by standard portion sizes, cooking methods, CACFP and CCTHITA policies and procedures.
 - **Customer Service** – Understand and promote local community control to the extent that the CACFP program allows.
 - **Problem Solving** – Analyze information and evaluate results to reach the best solution and solve problems. Draw on supervisor’s assistance and guidance as needed.
 - **Administrative/Record Keeping** – Create, maintain, and organize meal records, personnel records to include timesheets, and fiscal receipts.
 - **Inspect Equipment, Structures, or Material** to identify errors or defects.

DECISION MAKING AUTHORITY

Spending Authority: Specific to Food Matrix and at discretion of Lead Teacher.

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Excellent written and verbal communication skills
- Excellent computer skills
- Ability to analyze and interpret complex information from multiple sources
- Ability to manage priorities in a changing environment with limited information
- Familiarity with Tlingit, Haida, and Tsimpshian cultures
- Able to work at remote sites or locations.

MINIMUM QUALIFICATIONS (education, experience, skills)

- High School Diploma or GED
- One year experience in meal planning, food preparation and/or serving
- Understanding of safe food handling and have a food worker card

- Understanding of cleaning and sanitizing standards of a commercial kitchen
- Must have a valid Alaska driver's license with own reliable transportation.

PREFERRED QUALIFICATIONS (education, experience, skills)

- CPR/First Aide Certification
- Certified Food Manager's Certificate

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work performed is generally active. It is performed in a professional kitchen requiring a full range of body movement including but not limited to walking, bending, turning, reaching, and lifting of item no weighing less than 40 lbs., working over and around a hot surface and items. This work will also require exposure to hazards normally associated with janitorial work including the use of cleaning chemicals. Travel on small aircraft or ferry may be required.

CONDITIONS OF HIRE:

- All employment at CCTHITA is "at will". This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date