



CENTRAL COUNCIL  
Tlingit and haida indian tribes of alaska  
ANDREW P. HOPE BUILDING  
320 West Willoughby Avenue • Suite 300  
Juneau, Alaska 99801-1726

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## POSITION DESCRIPTION COOK

### INFORMATION

Job Class: Teacher Aide  
Department: Head Start  
Location of Work: Juneau, Alaska  
Salary Grade(s): 5  
Hours of Work: 8:00 – 4:30  
Employment Category: Regular Full-Time

Class Status: Active  
Type of Position: Non-Exempt  
Covered Position: Yes  
Prepared by: Linda Downs  
Approved by:  
Effective Date: 3/17/2008

### PURPOSE

This position is responsible for providing, maintaining, and serving a six week cycle menu for up to 80 children and 10 adults which offers an eye appealing variety of foods, new foods, and some cultural foods.. The position will be responsible for Food/supply purchasing, food preparation, cleaning the kitchen and being well prepared for the inspections. This position will ensure complete and accurate production records, and menus accurately completed and submitted in a timely manner.

### REPORTING RELATIONSHIPS

Reports To: Lead Teacher  
Supervises: N/A  
Liaison To: N/A

### ESSENTIAL FUNCTIONS

- All meals served shall comply with USDA meal patterns and components as required in Part 226.21 of the CCFP Regulations, Part 210.10 of the School Lunch Regulations, and Head Start Performance Standards and T & H Head Start Nutrition Policies and Procedures.
- Develop and maintain a positive relationship with the staff, children, their families, assistants, and volunteers. Ensure that all feel welcome.
- Prepare a six-week cycle menu that is nutritionally balanced (including recipes) that is appetizing, provides a variety of nutrients, has some cultural foods and new food experiences, while meeting above meal requirements.
- Menus will be developed with input from Nutrition Coordinator and Consultant, Lead Teacher, and Parents.
- Weekly or monthly menus will be posted in the center and sent home to the families.
- Production records will be completed and maintained for each menu to ensure CACFP compliance and determine weekly shopping list.
- Will complete one shopping trip weekly for supplies predetermined by production records. Must use own car.
- Prepare meals (breakfast, and lunch) and serve them "family style" in an attractive way.
- Eat and interact with children at meal times, serving as an appropriate model for the children.
- Must work within a limited budget.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- High School diploma or GED.
- One year experience in nutrition, menu planning, food preparation, serving, purchasing supplies, and budgeting for a large group.
- Must have a valid Alaska driver's license with own reliable transportation.
- Serving Safe Food certificate
- Certified Food Managers Certificate

**PREFERRED QUALIFICATIONS (education, experience, skills)**

- Head Start Parent Preference
- Alaska Native/American Indian Preference
- Prefer CPR/First Aide certification

**UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work 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, 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. In addition, this position is expected to drive their personal vehicle to the store for the purpose of purchasing supplies.

**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 has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification 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

- Organize and maintain a record-keeping system including:
  - Six Week Cycle menu and recipes.
  - Daily production records (for each meal) to be turned in monthly; includes amounts of foods prepared, leftovers, and meal counts at the time food is served.
  - All food, food related, and kitchen janitorial supply items purchased must be classified on receipts according to instructions in Procedures Manual (i.e., Food, Food-related, Classroom supplies, Medical/Dental, etc.), and receipts turned in to central office weekly.
  - Maintain a current inventory of staple foods, kitchen supplies and equipment.
  - Develop list of children's food allergies and special dietary needs obtained from review Medical/Dental/Nutrition History;
  - Maintain records of food and related donations.
- Assist teaching staff in instructing the children on nutrition education.
- Maintain a clean, safe, well-organized kitchen.
- Responsible for ensuring kitchen and food service areas pass annual sanitation inspections by including that:
  - Food is stored properly. All food is appropriately wrapped or covered and labeled.
    - Reserve supplies are stacked neatly away from the food area;
  - dirty dishes are washed by the end of the day. Dishes are sanitized in the dishwasher or washed by hand through a WASH-RINSE-SANITIZE cycle with bleach.
  - The kitchen floor must be swept and mopped with disinfectant each day.
  - Kitchen and dining areas kept free of all rubbish.
  - Refrigerator cleaned weekly, leftover food discarded within 3 days.
  - Entire kitchen including cupboards and storage areas are disinfected thoroughly once a month.
- Will attend staff meetings, some evening training sessions, and parent committee meetings on a periodic basis, as requested. May participate in on-site and out-of-town training sessions (may include evenings and weekends).
- Be familiar with the building safety and emergency evacuation plan; make sure all children and volunteers are familiar with the evacuation plan; make sure all adults are familiar with the use and maintenance of fire extinguishers; help conduct evacuation drills once per month.
- Read all resources and correspondence concerning the foods service, nutrition component, and other program areas.
- Complete janitorial duties including according to the daily, weekly, and monthly schedule prepared.
- Obtain a substitute cook when unable to report to work, using parents as volunteers first.
- Work effectively, positively, and cooperatively with co-workers and supervisor.
- May supervise assistants and volunteers.
- Responsible to maintain schedule of activities in the Valley Kitchen.
- Responsible to communicate regularly with Lead Teacher, and Nutrition Coordinator.
- May provide limited snacks for parent meeting and large staff meetings.
- Other duties as assigned.

## **DECISION MAKING AUTHORITY**

Spending Authority:

Other Authority:

## **NECESSARY SKILLS AND KNOWLEDGE**

- Ability to manage a budget.
- Knowledge of child nutrition and allergies
- Ability to lift 50 pounds in repetition.
- Good organization and time management skills.
- Prefer familiarity with Alaska Native cultures and food preparation techniques.