

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

COOK/JANITOR - (Hawthorne Kitchen)	
Supervisor: Nutrition Services Director	Subordinates: None
Classification: Specialist II	Exempt Status: Non-exempt
Terms of Employment: Seasonal	

Job Goal: To prepare attractive USDA approved meals while keeping the kitchen and classroom areas clean and sanitary according to Health Department ordinances; to maintain adequate food stocks, kitchen supplies, and nutrition records.

Essential Responsibilities:

1. Prepare family-style meals for children, volunteers, and staff.
2. Maintain nutrition records as required, including monthly receipts for USDA reimbursement.
3. Purchase food and supplies according to planned menu and seasonal availability.
4. Store food and supplies properly.
5. Maintain the safety of the environment for staff and children.
6. Utilize the Nutrition Services Director and Fiscal Director as resources to meet USDA and Head Start requirements.
7. Ensure that a variety of foods are served in accordance with performance standards.
8. Transport cooked meals and snacks from Hawthorne Head Start kitchen to Lincoln site and Pendleton Early Head Start site.
9. Transfer cooked meals and snacks from pans to serving bowls.
10. Take the temperature of cooked meals that will be transported to make sure it has the holding temperature of 140 F or above.
11. Wash dishes and store them at the appropriate site.
12. Clean and sanitize food transport carrier daily.
13. Maintain cleanliness of kitchen at all times.
14. Ensure disposal of garbage each school day.
15. Ensure that paper towels and toilet paper are available at all times (if applicable).
16. Sweep and mop the classroom and bathrooms each day.
17. Vacuum carpeted areas each school day.
18. Wash sinks and toilets each school day.
19. Wax floors once each month, if applicable.
20. General cleaning duties - wash windows monthly and sills weekly.

Qualifications:

1. High School diploma or equivalent
2. Experience in purchasing and preparing culturally diverse foods for groups
3. Knowledge of early childhood nutrition
4. Skills in working with children
5. Current physical examination and TB screen documentation upon hire
6. Adequate means of transportation

7. Ability to keep accurate records
8. Previous custodial experience
9. Ability and desire to effectively work with low-income children and their families
10. Current Food Handler's certificate

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile insurance or provide a plan that will allow fulfillment of position requirements.
7. Make precise arm-hand positioning movements and maintain static arm-hand positions.
8. Make skillful, controlled manipulations of small objects.
9. Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, mop, cleaning fluids, and sanitizing agents.
10. Lift and move heavy and/or bulky objects weighing up to 50 lbs.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer