

**Date Posted:**

## **Texas Head Start Association**

### **JOB OPPORTUNITY POSTING**

**Job Title: Cook**

**Employer/ Agency: GCCSA – Gulf Coast Community Services Association**

#### **Job Description:**

- Responsible for the preparation and service of Nutritious Meals and Snacks accordance with the Program Menu Cycle.
- Responsible for Meals preparations and services of Special Diets when required.
- Must adhere to Head Start definition of Family Style Serving
- Responsible for recording and reporting all food substitutions needed to the Nutrition Department Specialist/Department
- Maintain proper receiving and storage of foods, supplies and equipment to assure quality and waste control.
- Must maintain records pertaining to food service operation which will include invoices, meal substations, inventory, and temperature logs for all appliances.
- Must complete on daily basis the Child Adult Care Food Program Meal Productions and Reimbursement Worksheet.
- Identify and report all equipment and maintenance needs and repairs to Center Administrator.
- Responsible for maintaining food storage by dating and using the (FIFO) First In; First out Method.
- Responsible for the cleaning and sanitation of food service area and equipment.
- Follow proper safety precautions when lifting equipment and food.
- Follow Dress Codes established by Gulf Cost Community Services to ensure safety in the work place.
- Responsible for reporting Site Administrator and Nutrition Department any irregularities in the food service operation: Deliveries, Food Spoilages and Burglaries.
- Cooks are required to participate in food related monthly trainings.
- Perform all other duties as assigned by supervisor.

#### **Qualifications:**

High School Diploma or GED Required. Minimum of (6) months experience and knowledge in food preparation.

**Hours: Varies, but generally M-F; 7- 4**

**Salary: \$19,116.64**

**Send your resume and cover letter to:**

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit [www.gccsa.org](http://www.gccsa.org) to apply online.

**Address: 9320 Kirby Dr.**

**City, State, Zip: Houston, TX 77054**

**Telephone:** 713-393-4700

**Fax:**

**E-mail Address:** [recruiter@gccsa.org](mailto:recruiter@gccsa.org)

**Application Method Preferred:** All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit [www.gccsa.org](http://www.gccsa.org) to apply online.

**Opening Date:** January 27, 2012

*If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity.  
Thank you*