

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Cook/Housekeeper

Employer/ Agency: Harris County Department of Education

Job Description: Engage in preparing and serving food in the Head Start center according to appropriate health and nutrition standards. Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of the center.

Qualifications:

Education/Certification:

High school diploma or GED certificate

Special Knowledge/Skills:

Skilled in the storage, preparation and service of food

Knowledge of regulations of the Harris County Health Department with regard to food service and federal and state nutritional requirements

Ability to prepare food with supporting recipes

Ability to compile data, complete simple computations, keep records and make reports

Ability to read and understand instructions for cleaning, maintenance, and safety procedures and properly handle cleaning supplies

Ability to operate cleaning equipment (buffer, stripper, wet & dry vacuum cleaner and shampooer)

Ability to interact and communicate effectively with supervisors, peers, parents and children

Experience:

Hours:

Salary: \$9.39 - \$11.25 hourly

Send your resume and cover letter to: www.hcde-texas.org

Attn: Kris Duke

Address: 6300 Irvington Blvd.

City, State, Zip: Houston, TX 77022-5618

Telephone: 713-694-6300

Fax:

E-mail Address: kduke@hcde-texas.org

Application Method Preferred: on-line application

Opening Date:

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