

JOB DESCRIPTION

Job Title: **Cook**

Category: Non-Exempt

Program: Early Head Start Houston

Work Schedule: Five days per week/40 hours per week/12 months per year.

Reports to: Center Manager

Organization Overview

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly-qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families and fostering effective parenting
- Improving school readiness
- Developing social and emotional competence
- Advancing research-based practices

By reaching these goals, Urban Strategies is meeting its mission to develop strong healthy families, advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

POSITION OVERVIEW

The cook performs a variety of tasks in the kitchen area to provide food and nutrition to children.

ESSENTIAL FUNCTIONS

- Prepare daily food planning.
- Prepare food for infants and toddlers in accordance with the provisions of the Child and Adult Food Program (CACFP) and the daily meal cycle.
- Wash, clean and sanitize kitchen equipment and work areas.
- Keep the food store clean and organized.
- Prepare and maintain the food inventory.
- Prepare all documentation of the Child and Adult Care Food Program CACFP.
- Complete purchase order for food and kitchen needs on the requested frequency.
- Assist educational staff regarding the rations to be served.
- Manage resources under their charge (food, equipment, detergents, materials)
- Receive food purchases.
- Prepare daily, weekly and monthly reports.
- Put into practice the knowledge acquired in the Food Safety Management Certification
- Follow the recommendations established through the Department of Health.
- Comply with all state and federal regulations regarding the program.
- Complete other activities and related duties as assigned.

Physical Responsibilities:

Ability to see at normal distance, use hands and arms to cook, hear normal conversations and sounds

and use hands and fingers to fill out required forms. Occasional lifting of forty (40) pounds is required and must be able to push/pull up to fifty pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if the staff disability does not create an undue risk of injury.

MINIMUM QUALIFICATIONS

- **Education:** High School Diploma or GED, and valid Food Handler Certification
- **Experience:** One to three years' experience working with families and children prenatal to three years of age and Food Handling.
- **Competencies:**
 - 1) *Professionals:* Proactivity, Interpersonal Relations, Organized;
 - 2) *Technicals:* Food Handling, Safety, Food Management;
 - 3) *Organizational:* Teamwork, Community Approach.
- **Others:** MS Office, Excel; Must have Valid Driver's License, Personal Vehicle and Liability Insurance required.

Special Considerations:

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check prior to hiring and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.

To Apply:

- Please apply to www.urbanstrategies.com/careers

Equal Employment Opportunity

