

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

POSITION: Cook Aide

REPORTS TO: Assistant Site Manager

SUPERVISES: N/A

FLA STATUS:  Exempt  Non-Exempt

### **POSITION PURPOSE:**

Assist the cook with the preparation of nutritional meals and snacks for the children, staff and volunteers and parents when present. Assist with the maintenance of the kitchen and storage area. Insures meals and snacks are served in absence of Cook.

### **Specific Duties and Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assist the cook with weekly food orders and other supplies related to food preparation.
- Assists Cook with preparation and distribution of meals and snacks.
- Cleans dishes and utensils as required by Public Health regulations.
- Clean and sanitize work areas, tables, equipment, floors, sinks, stove, freezer, refrigerator and cabinets on a daily basis. Completes documentation of cleaning process.
- Assists in ensuring component is in compliance with Performance Standards, Public Health, Child and Adult Care Food Program (CACFP) and appropriate regulations.
- Familiar with Head Start Performance Standards, Public Health Regulations and child nutritional requirements.
- Assist with recruitment activities as assigned.

### **General Duties and Responsibilities:**

- Actively participate in staff meetings, in-service training and workshops on- and off-site, as required.
- Participate in professional development activities, including program committees.
- Perform other duties as assigned by supervisor.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.

### **Required Knowledge, Skills and Abilities:**

- Must have a high school diploma or GED
- Must hold Illinois Public Health Food Service Sanitation license within three months of employment
- Maintains appropriate certification with state agencies as required to handle food

- The ability to work independently as well as in a team
- Must meet the requirements of Illinois Department of Children and Family Services
- Must possess good physical health and be agile enough to work with small children
- Ability to lift at least 25 lbs

**Essential Functions:**

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_