

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position:** Cook

**Reports to:** Assistant Site Manager

**Supervises:** N/A

**FLSA Status:**  Exempt  Non-Exempt

### **Position Purpose:**

The Cook is responsible for providing and/or preparing nutritional meals and snacks and assisting supervisor in overall management of food services. Cook is responsible for insuring that food ordering, storage, preparation, and serving is completed in such a way as to meet or exceed Head Start Performance Standards, Public Health regulations, and children's daily nutritional standards.

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

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Prepares and distributes food for children and staff at assigned site or where needed.
- Maintains cleanliness and sanitation of kitchen, equipment, and serving/eating utensils.
- Assists in planning the menu for the upcoming year.
- Organizes kitchen, storage, and refrigerator/freezer.
- Ensures all equipment is in good working order.
- Prepares food substitutions for children with have food restrictions.
- Orders food at request of supervisor.
- Assists in establishing programs related to food purchasing, planning, and health and nutrition.
- Directs the work of the Cook Aide.
- Adheres to Performance Standards, Policies and Procedure manuals, Child and Adult Care Food Program (CACFP) regulations, and Public Health requirements.
- Follows sanitation and food safety practices related to cooking, serving, and storing food.
- Recognizes the need for food substitutions and performs such substitutions insuring equivalent nutritional values.
- Participates in recruitment of children and families.
- Assists with recruitment activities as assigned.
- Participates in professional development activities, including program committees.
- Assists in checking, storing and caring for supplies.
- Completes require paperwork and checklists in a timely fashion, presenting questions to Site Manager as needed.

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

- Attends staff meetings, inservice trainings, and workshops on and off-site as required.
- Performs other related duties as assigned.
- Uses 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
- One year of experience working under a trained cook
- Knowledge of quantity food preparation and purchasing
- Knowledge of nutritional requirements and food groups
- Current Illinois Department of Public Health Food Sanitation Manager
- Ability to work independently as well as on 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\_\_\_\_\_