



## ASSISTANT COOK

**Reports to:** Food Service Manager/Cook  
**Department:** Child & Family Services Programs  
**Classification:** Nonexempt

**Division:** Program Operations  
**Program:** Head Start  
**Grade:** 2

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**The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.**

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### **SUMMARY OF PRIMARY FUNCTION**

The Assistant Cook is responsible to provide and assist with the preparation of nutritious pre-approved meals and snacks to children in a family-style meal setting. The Assistant Cook, under the guidance of the Food Service Manager/Cook, provides children with opportunities to gain experience in the nutrition area.

### **ESSENTIAL FUNCTIONS**

#### ***Planning and Preparation***

1. Assists in preparation of pre-approved meals and snacks.
2. Follows pre-approved menus and uses standardized recipes. Substitutions of menu items will be made only if absolutely necessary. The substitution will be of equal value to the original menu item. The date, reason for substitution, and the actual substitution will be documented on a substitution form.
3. Adapts menu to meet dietary requirements of children with special needs.
4. Monitors plate waste and reports results to nutrition consultant and Regional Health Specialist.
5. Assists Food Service Manager/Cook with purchases, according to necessary amounts and within recommended budgetary guidelines.
6. Returns damaged goods to vendor.

#### ***Safety and Sanitation***

1. Maintains high standards of sanitation in preparation and service of food and in the entire kitchen.
2. Prepares all meals and snacks according to the State Health Department sanitation standards, including proper time and temperature, exposure of foods, personal hygiene, cleaning procedures, and schedule.
3. Utilizes correct operating and cleaning procedures (3 sink method) of standard cooking equipment.
4. Follows agency and regulatory information.
5. Uses and stores food on a first in/first out basis and shall be stored in such a manner as to meet proper sanitation standards.

#### ***Record Keeping***

1. Records number of meals and snacks served daily.
2. Completes a production record for each meal on a regular basis.
3. Maintains an inventory of all equipment and material.

#### ***Miscellaneous***

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

### **ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES**

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.

7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

**MINIMUM REQUIREMENTS**

1. Must be at least 18 years of age.
2. Ability to read and complete necessary paperwork.
3. Excellent communication skills, verbal and written.

**PREFERRED REQUIREMENTS**

1. Ability to communicate fluently in Spanish and English, verbally and in writing.
2. Familiar with Mexican/American, Migrant families cultures and lifestyles.
3. High School Diploma or equivalent.
4. Experience in cooking for large numbers.
5. Training in sanitation practice of food service operators.
6. Proof of valid driver's license and current/adequate vehicle insurance coverage.

**PHYSICAL DEMANDS / WORK CONDITIONS**

1. Requires the ability to frequently reach, bend, stoop, squat, and crouch as needed to accomplish tasks. Requires the ability to stand/walk continuously while performing job duties. Requires manual dexterity sufficient to operate kitchen utensils and equipment. Requires normal range of hearing and vision.
2. Requires the ability to carry and/or lift up to 75 pounds on an occasional basis.
3. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
4. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.

**ACKNOWLEDGEMENT**

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) \_\_\_\_\_

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