 <p><i>Olympic Community Action Programs</i></p>	<p style="text-align: center;"><b>Cook-ECS</b> Employee Job Description / Physical Requirements and Potential Hazards</p>	
<p>Supervisor: ECS-Health/Safety/Nutrition Coordinator</p> <p>FSLA Status – Non-Exempt</p>	<p>Effective Date: 7/1/2020</p> <p>PC Approval: 6/28/2016; 7/25/18; 4/30/2020</p> <p>Revised by/date(s) TL 4/30/2020</p>	<p>EEOC code:</p> <p>L &amp; I code:1501</p>

**ESSENTIAL JOB FUNCTIONS:** The Cook is responsible for food purchasing and food preparation; transporting meals/snacks, and/or serving meals/snacks and clean up at assigned sites. The cook utilizes menus provided by the Nutrition Consultant and prepares meals according to approved recipes. Responsible to support the overall operation of the center.

**Responsibilities:**

1. Observe USDA and funding sources' guidelines, under the direction of the Health/Safety/Nutrition Coordinator (HSNC).
2. Submit a copy of the menu to the HSNC at the end of the month for approval of substitutions.
3. Follow meal plan for children with food allergies, religious beliefs, or health preferences in food preparation and maintain an updated record of those identifications and food served.
4. Prepare breakfast, lunch, and snack (as required) for site enrollment.
5. Purchase food on weekly basis, staying within a budget allowance; and submit receipts/payment orders on a weekly basis to ECS Operations Coordinator.
6. Ensure and maintain that the kitchen, pantry and food preparation materials and areas are in compliance with county health, safety, sanitation, and child care licensing regulations at all times.
7. At direct service sites (PT, MAV and SQ) the Cook is responsible for serving meals/snacks and clean up.
8. Assure that Kitchen Aide, if applicable, is properly handling the transporting of meals to off-site locations.
9. Maintain kitchen pantry and storage areas in compliance with Health Department and food service regulations and standards.
10. Support and encourage the participation of children in meal preparation in the classroom setting.
11. Encourage and monitor any parent or community volunteer in the kitchen area and ensure that all health requirements are met.
12. Attend workshops in regards to USDA, nutrition, food preparation, sanitation and health standards, as assigned.
13. Maintain inventory of food, supplies, and materials required for food service operations.
14. Ensure that all equipment is in operable and workable condition. Report any needs for repair to Health Safety Nutrition Coordinator.


**JOB EXPECTATIONS FOR ALL POSITIONS**

**Work Environment**

1. Maintain confidentiality.
2. Report suspected child abuse and neglect as per program policies and procedures.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, and educational backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule, and monthly timesheet.

**Program**

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.

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5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community and grantee administration.
7. Be an active participant on a program committee as assigned.
8. Generate and document in-kind contributions.
9. All staff will be required to participate in program activities outside of their normal work hours and scheduled workdays.

**Professional Development**

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

**KNOWLEDGE SKILLS AND ABILITIES:**

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Knowledge of labor laws.
6. Excellent communication skills.
7. Ability to work under pressure.


**QUALIFICATIONS:**

1. High School Diploma or GED
2. One year experience with a group meal preparation, particularly one which served children
2. By first day of work, valid food handlers permit.

**ADDITIONAL REQUIREMENTS:**

1. Within 30 days of employment date, a health exam verification.
2. By employment date, TB skin test.
3. Within three months of employment date, obtain First Aid and Adult/Child CPR cards.
4. Within 30 days of employment date, obtain a Food Handler's Permit.
5. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
6. With 7 days of employment date, apply for Portable Background Check through MERIT.
7. By employment date, State driver's license, insurable driving record and current proof of auto insurance.
8. Complete BBP and CAN training prior to being with program children and families.

***Salary Grade EC-17***  
***Schedule varies by location***


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**COOK**  
**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**


The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			
Walking			X		
Standing					X
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls			X		
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping			X		

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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements			X		
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current		X			
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)			X		
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone			X		
Communicating through speech				X	

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	NA	NE	O	F	C
Distinguishing odors by smell				X	
Distinguishing tastes				X	
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

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

\_\_\_\_\_  
Date