



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient  
[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE:** Head Start Cook

**POSITION LOCATION:** Medina

**PAY/HOURS:** \$ 13.25 per hour  
Mon-Friday 7:00-3:30: pm  
40 hrs- 52 weeks for 2021 (may have partial weeks during summer beginning 2022)

**QUESTIONS OR RESUME TO:**

*Susan Jessmer, HR & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY:** April 23, 2021

Note: Internal Candidates may respond with a letter of interest.

**MAJOR RESPONSIBILITIES**

- Prepare and serve breakfast, lunch, snack according to approved menus for up to 65 children and adults daily
- Food and supply ordering and record-keeping
- Follow all kitchen/food safety and sanitation procedures
- Washes dishes, pots, and pans, sanitizes kitchen, equipment, etc.
- Assist with pre-school children in stand-alone classroom at meals, during breaks and as needed for coverage
- Responsible for picking up local supplies as needed
- Supervise/Provide direction and support to Cook Assistant

**REQUIRED MINIMUM QUALIFICATIONS**

- 1 year proven Cooking experience
- High-school diploma or GED
- Ability to pass NYS physical for day care licensing requirements
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System, and Department of Justice fingerprinting
- Must have clean Driver's license, reliable personal transportation and insurance required to become agency approved Driver
- Proven ability to work effectively with team of staff to carry-out goals

**DESIRED QUALIFICATIONS**

- Serv Safe Certification
- Experience working with preschool children in a classroom setting
- Large quantity Cooking Experience