



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION /TITLE: Head Start Cook Assistant

POSITION LOCATION: Head Start-Medina

PAY/HOURS: Range = \$15.00/Hr.

QUESTIONS OR RESUME TO:

Human Resources-Lisa Elschker
409 East State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605 x104

RESPOND BY:

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

MAJOR RESPONSIBILITIES

Under the guidance of the Nutrition Specialist/Consultant, prepares and serves nutritious and well-balanced meals which encourage the acceptance of good foods by the children. Must be able to manage his/her own time, energy, and materials and coordinate his/her work with that of other Head Start personnel in order to function effectively. In addition, must have an understanding of the fundamentals of sanitation, safety, and nutrition.

ESSENTIAL RESPONSABILITIES

- Wash dishes, pots and pans, cleans and sanitizes kitchen
- Assists in preparation and delivery of meals for children
- Covers for Cook in his/her absence
- Follows Federal, State, and local sanitation policies and procedures
- Maintains inventory of food, paper, and cleaning supplies and assists with required documentation

REQUIRED MINIMUM QUALIFICATIONS

- Valid NYS Driver's license and vehicle with acceptable record; proof of minimum insurance according to agency policies
- Able to pass NYS physical for daycare licensing
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, and Department of Justice fingerprinting.
- Ability to lift, up to 50 pounds, bending, and kneeling required