



TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425



JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

Walton County: Early Head Start Cook

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call the Human Resource Department at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.**



Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Cook
Department: Head Start/Early Head Start
Reports To: Center Coordinator
FLSA Status: Non-Exempt
Prepared Date: September 2022
Approved By: Executive Director
Approved Date: September 2022
Salary Level:

SUMMARY Responsible for all areas of meal preparation, maintaining proper records and clean kitchen. Assist in other areas of the program as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepare meals and snacks according to menu provided and USDA requirements.

Keep the entire kitchen and storage area and their contents clean and orderly.

Make inventory for food supplies weekly and of all kitchen supplies at end of each month and make any orders necessary in a timely manner.

Keep USDA records daily (amount of food and number of meals served).

Count children at each meal at point of service.

Keep bills and invoices organized and logged.

Responsible for milk order.

Clean dining room after meals; clean dishes after each meal and put them away.

Maintain clean refrigerator, inside and outside.

Maintain and track kitchen supplies. Inform supervisor when supplies are low.

Take out trash daily.

Do kitchen laundry weekly.

Carries out responsibilities in accordance with the organizations policies and applicable laws.

Sit at table with children during mealtime, eat same type of food, encourage good table manners, good nutrition and peaceful environment.

Take responsibility and be dependable.

Must attend class or take online required 45 hour Childcare Training modules. When training is finished, complete test for each module to meet requirement.

Attend trainings and workshops as necessary to enhance job performance.

Assist in generating in-kind for the center.

Attendance is essential part of this position.

Assist in other areas of the program as needed.

Respect and understand the Chain of Command.

Perform any other duties as assigned by the Center Coordinator in keeping with the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small groups situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with all health regulation and CFS background investigations. Must acquire CFS Certificate for Food Management. Must obtain 45 hour Children & Families Childcare Certificate; CPR and First Aide.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heat. The noise level in the work environment is usually moderate.