



**OCAB COMMUNITY ACTION AGENCY  
JOB DESCRIPTION**

<b>Program:</b> Head Start/EHS	<b>Position:</b> Cook
<b>Grade:</b> Manager	<b>Reports to:</b> Health Services
<b>Supervises:</b> 0	
<b>Executive Director's Approval:</b> _____ _____	<b>Approval Date:</b>

**Summary:** Responsible for all aspects of the Head Start nutrition program and ensures that the center complies with Head Start Performance Standards.

**DESCRIPTION OF DUTIES.** Preparation of meals as required for Head Start/Early Head Start program . Cleaning and maintenance of food areas, Assisting the Lead Cook in preparing menu items, Cleaning and maintenance of cooking equipment; i.e. pots, pans, ovens, refrigerators etc., Pack meals for deliveries in appropriate containers, Maintain required temperature of foods, Follow safety regulations and fully implement them in the food service area.

**QUALIFICATION**

Completion of high school diploma or GED. Minimum of one (1) year of Food Service experience. Must have basic knowledge of food preparation/cleaning. Powered slicers, three compartment sink, dishwashers and mixers to be used. Must be able to lift 25-30 pounds. This job also requires walking, standing and bending.

**EXPERIENCE**

- 1 Year Food Preparation Preferred
- 1 Year Food Service Preferred