



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Tribal TANF,
Career Education, Early Childhood Education
2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Early Head Start (EHS) Cook/Aide
CLASSIFICATION: Non-Exempt
DEPARTMENT: Early Childhood Education (ECE)
SUPERVISOR: EHS Site Coordinator
PAYRATE: \$15.50 - \$19.78 per hour

Position Summary:

Under direct supervision of the EHS Site Coordinator, plans and prepares nutritious, well-balanced meals for EHS participants in compliance with all USDA and CACFP regulations as well as federal, state and tribal regulations. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment. Ensures all safety and food handling is in compliance with applicable regulations. Assists teachers in providing classroom experiences to enhance and promote the educational, cultural, intellectual, and social growth and development of children.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Plans and prepares well-balanced, nutritious meals and snacks according to established policies, procedures, and nutritional guidelines; meals must be prepared according to established guidelines.
- Submits monthly food reports, daily meal counts, and food service reports on a timely basis.
- Conducts inventory of kitchen equipment, utensils, and linen supplies.
- Orders or purchases food and foodservice related items to ensure that adequate supplies are available at all times.
- Ensures that products in first are used first.
- Follows proper food handling procedures, including wearing required hair netting, wearing of serving gloves, and maintaining clean hands.
- Practices good hygiene, including not wearing painted or ornamented finger nails, staying away from food when sick, and washing hands after personal breaks or handling meats, etc.
- Maintains temperature controls for stored food and prepared hot food in accordance with state recommended procedures.
- Stores food and non-food products appropriately.
- Thaws frozen products required for the next daily meal properly.
- Maintains a safe and healthy environment in accordance with established policies, procedures, and regulations in both the food preparation and dining areas.
- Washes and dries pots, pans, eating utensils, and other cooking equipment.
- Cleans and sanitizes kitchen and dining areas.

- Delivers meals to the classroom or serves meals.
- Maintains accurate records.
- Participates in training programs as required.
- Assists in implementing lesson plans in a manner that will develop each child's physical, emotional, intellectual, and social behavior; assists with planned activities to stimulate growth in culture, language, social, and motor skills.
- Assists teachers in providing stimulation activities and experiences in all curriculum areas; avoids activities causing over-stimulation or fatigue.
- Assists teacher in play, reading, field trips, and group discussion.
- Encourages children to communicate.
- Assists in analyzing and appraising children's development and progress.
- May accompany and transports children on field trips or to activities.
- Instructs children in practices of personal cleanliness and self-care.
- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections and disinfecting equipment, facilities and toys.
- Assists parents in feeling welcomed, comfortable, and involved.
- Assists teachers in maintaining effective working relationships with parents by assisting with parent participation.
- Assists teacher in implementing established classroom rules and routines and ensuring that they are understood and accepted by children and their parents.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidentiality of privileged information.
- Transports children to/from center.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma, GED or CHSPE; one year food preparation experience and current Infant Toddler Child Development Associate Certificate (CDA) or ability to obtain and maintain a CDA within six (6) months of hire; Current First Aid, CPR, Automatic Defibrillator certificates required, or obtained and maintained within six (6) months of hire; California Food Handler's certificate required, or obtained and maintained within three (3) months of hire. Experience with Native Communities preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, TB clearance, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of how to prepare well-balance and nutritious meals.
- Knowledge of menu planning and sanitation procedures.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in preparing food for young children.
- Skill in handling sharp knives, and other cutting utensils.
- Strong organization and time management skills.
- Ability to communicate effectively in the English, both verbally and in writing.
- Ability to safely operate various cooking equipment and kitchen appliances.
- Ability to work extended hours and various work schedules.
- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of Native American traditions, language, history and culture.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.

- Skill in administering disciplinary rules to children and resolving situational conflicts among children.
- Skill in interacting and engaging children.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; and climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in kitchen areas with exposure to heat, cold, fumes and steam and a moderate noise level. Additionally, work is performed in a ECE setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel is required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVDCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Note:

This is a grant-funded position. Continued employment in this position is contingent upon renewal of the grant on a year-to-year basis.