

## JOB ANNOUNCEMENT

**(Please see end of document for application information)**

**POSITION:** Cook (Food Services Specialist II)  
**DEPARTMENT:** Early Learning And Family Services  
**REPORTS TO:** Kitchen Supervisor (Site Coordinator III)  
**SALARY GRADE:** 2 (\$11.50 to \$13.96 per hour\*)  
 \*Candidate offers consider experience, qualifications and internal equity

**FLSA STATUS:** Non-Exempt  
**SCHEDULE:** FT (Monday-Friday; 6:00 am-2:30 pm)  
**LOCATION:** The Firs

**Benefits:** The Opportunity Council provides a strong benefits package that includes paid school breaks, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

**DETAILED JOB SUMMARY:**

Responsible for food service preparation, food delivery to class sites or on-site classrooms, and record keeping for procurement as assigned by the Kitchen Supervisor or under the direction of the Senior Cook. Food is prepared each classroom day at a commercially equipped central or satellite kitchen, and delivered to multiple sites in Whatcom County or food service provided directly to children at the satellite kitchen location. Cook located at satellite office will work closely with Kitchen Supervisor/Senior Cook on a daily basis. Actively participates as a member of the Food Service Team. Maintains working knowledge of Head Start Performance Standards, agency policies and procedures and other applicable food handling/service regulations.

**ADDITIONAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

1. Responsible for food service for children with individual meal plans, as directed.

**OTHER RESPONSIBILITIES:**

1. Attendance is required at departmental meetings and various training events.
2. Other related duties as required.

**SKILLS AND ABILITIES REQUIRED:**

1. Ability to use large volume commercial kitchen equipment.
2. Ability to follow all food safety procedures.
3. Ability to follow a recipe.
4. Time management skills: ability to prepare food within required timeline.
5. Communication skills: ability to express oneself clearly and write list of supplies needed.

**OTHER SKILLS**

R = rarely                      O = occasionally                      F = frequently

Activity	R	O	F
Instruct groups of children			I
Follow one or two step instructions			I
Carry out detailed but uncomplicated instructions			I
Solve practical problems			I
Arithmetic calculations involving fractions, decimals, %		I	
Follow verbal or written instructions			I
Exchange basic information or data			I

Interview to gather information	I		
Advise others on alternatives/options		I	
Communicate and maintain composure			I

**Equipment:**

Kitchen equipment and utensils

Computer/printer

iPad

Telephone

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = rarely      O = occasionally      F = frequently

Physical Activity	R	O	F
Sitting		I	
Stationary standing		I	
Walking			I
Crouching (bend at knee)			I
Kneeling/crawling		I	
Bend at waist			I
Twisting (knees/waist/neck)			I
Climbing		I	
Grasping			I
Driving a car		I	
Repetitive motions (keyboard/data entry)		I	
Lifting/Carrying: <b>60 pounds</b>		I	

Sensory Activities	R	O	F
Talking (in person/on phone)			I
Hearing (in person/on phone)			I
Vision for close work			I

**Safety requirement:**

Shoes that will accommodate climbing and running.

**WORKING CONDITIONS:**

Work is generally performed in a commercial kitchen environment working with sharp utensils, hot ovens and large volume commercial kitchen equipment. Work shifts begin in early morning. If needed, requires travel within Whatcom County to attend meetings and deliver food to program site(s) that may involve driving in adverse weather conditions.

**ADDITIONAL REQUIREMENTS UPON HIRING:**

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical checkups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. Must submit to a criminal records check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.

**JOB SUMMARY:**

Responsible for food service preparation, food delivery to class sites or on-site classrooms, and record keeping for procurement as assigned.

**ESSENTIAL FUNCTIONS:**

- Prepares food at central or satellite kitchen, including set-up, cleaning and storage duties.
- Packs individual food crates for delivery to each Head Start/Early Head Start/ECEAP site, as required.
- Assists in the loading of crates into delivery trucks, as required.
- Delivers food and materials to classroom sites as assigned.
- Maintains inventory of dry goods, paper products, and hard goods for ordering as appropriate.
- Ensures safe, sanitary handling of food and equipment.
- Responsible for purchasing food when central kitchen is not in operation.

**OTHER RESPONSIBILITIES:**

- Provides back up to lead cook and delivery staff as needed.
- Other related duties as required.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent and minimum 6 months or equivalent Culinary Arts coursework.
- A minimum of one year of food preparation experience. Food preparation for children preferred.

**SPECIAL REQUIREMENTS:**

- Valid Washington State Driver's License at time of hire. Good driving record. A three-year driving abstract must be submitted upon request.
- Must have Washington Food Handler's Permit at hire date and maintained during length of employment.

**SKILLS AND ABILITIES REQUIRED:**

- Ability to use large volume commercial kitchen equipment.
- Ability to follow all food safety procedures.
- Ability to follow a recipe.
- Good time management skills: ability to prepare food within required timeline.

**Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.

**TO APPLY:**

Application and application instructions may be found at: [www.opcco.org/employment](http://www.opcco.org/employment). Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, November 21, 2018.**

**Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE**