

Date Posted: 12/5/2014

## Texas Head Start Association

### JOB OPPORTUNITY POSTING

**Job Title: Cook**

**Employer/ Agency: Gulf Coast Community Services Association**

#### **Job Description:**

Responsible for the preparation and services of Nutritious meals and snacks in accordance with the Program's cycle menu.  
Responsible for meal preparation and service of special diets when required.

Must adhere to Head Start definition of family style service.

Responsible for recording and reporting all food substitutions to the Nutrition office.

Maintain proper receiving and storage of foods, supplies and equipment to assure quality and waste control.

Must maintain records pertaining to food service operation which includes invoices, meal substitutions, in-kind donations, inventory and temperature log.

Must complete on daily basis the Child Care Food Program forms, Daily meal productions and claim for reimbursement worksheet.

Identify and report equipment, maintenance needs and repairs to Site Manager.

Responsible for maintaining food storage by rotating and dating cans and other food items on first in first out basis.

Responsible for cleaning and sanitation of food service equipment.

Follow proper safety precautions when lifting equipment and food items.

Follow dress codes establish by the Agency that ensures safety in the workplace.

Responsible for reporting to Site Manager and Nutrition office any irregularities in the food service operation: operations, deliveries, food spoilage and burglaries.

Will be required to participate in food related learning activities for children parents and staff.

Perform all other duties as assigned by supervisor.

#### **Qualifications:**

##### Education/Experience:

High School Diploma or GED preferred. Minimum of six (6) months experience and knowledge in food preparation.

##### Licensing/Certifications:

For positions requiring driving while on the job, employees are required to provide their own transportation with required liability insurance for that vehicle, in the employee's name. Must have a valid driver's license. Must maintain a current Food Manager's Certification once becoming a regular employee.

##### Language Skills:

Ability to read and comprehend simple instructions. Ability to prepare basic correspondence. Bilingual English/Spanish preferred.

##### Mathematical Skills:

Basic math skills required.

**Computer Skills:**

To perform this job successfully, an individual should be able to work in a computerized environment and have basic knowledge of word processing, email, internet and spreadsheet software.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Oral Communication:**

Speaks clearly and professionally in positive or negative situations; listens and gets clarification.

**Written Communication:**

Writes clearly and informatively; Edits work for spelling and grammar.

**Teamwork:**

Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

**Diversity:**

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics:**

Treats people with respect and dignity; Works with integrity and ethically upholds Agency's mission and values.

**Hours:** Monday – Friday  
8:00 am – 5:00 pm

**Salary:** \$18860.00 - \$28280.00

**Application Method Preferred:**

Qualified Applicants must visit [www.gccsa.org](http://www.gccsa.org) to apply online. A direct link to the employment application is also available at <https://gccsarecruit.gccsa.org/cyberweb/>

GCCSA offers an excellent benefits package and talent development program, and fosters a highly skilled, energized and empowered workforce. GCCSA is an Equal Opportunity and Affirmative Action Employer.

**Opening Date:** 12/5/2014

***If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity. Thank you***