

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	<u>CULINARY STAFF</u>	GRADE:	<u>1</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/01/2017</u>
REPORTS TO:	<u>CULINARY SUPERVISOR</u>	STATUS:	<u>Non-Exempt</u>

Hourly Range: \$7.75-11.59

I. INTRODUCTION: Under supervision of the Culinary Supervisor, implements daily activities as directed by USDA Guidelines and Head Start Performance Standards.

II. DUTIES AND RESPONSIBILITIES:

1. Prepare and serves meals according to approved menus.
2. Maintain kitchen and dining area in orderly and sanitary manner on a daily basis.
3. Maintain equipment and utensils in orderly and sanitary manner on a daily basis.
4. Assist in maintaining records, meal counts and prepare food order lists of food if Cafeteria Supervisor is not present.
5. Attends pre-service and in-service trainings, workshops, etc. as directed and follows an individual professional development plan.
6. Demonstrates good safety habits when operating equipment.
7. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

NECESSARY (entry requirements):

1. Must be able to read, write, and comprehend with three (3) years' experience in food preparation.
2. Must be able to lift at least 25 pounds.
3. Must be able to pass a SLED/FBI criminal background check
4. Must be able to pass a Central Registry Check.
5. Must be able to pass a drug screening.
6. Must be able to pass a Staff Health Assessment for Caring for Children.
7. Must have a Tuberculosis Certification.
8. Must be able to communicate effectively with children, staff, and parents.

DESIRABLE:

1. High School diploma or GED and at least one (1) years experience in food preparation.
2. Ability to maintain and retrieve files and visually review.
3. Basic computer skills.
4. Able to attend overnight meetings.

IV. MOBILITY:

Upward-----Cafeteria Supervisor
Lateral-----None
Downward-----None

Signature

Date

Approved by Policy Council: With 2017 budget
Approved by Board of Directors: With 2017 Budget