

Pearl River Valley Opportunity, Inc.
Head Start/Early Head Start

JOB DESCRIPTION
Cook

GENERAL DUTIES

Under the direction of the Kitchen Manager and Center Director, the Cook will perform duties assigned. Duties involve maintenance and upkeep of the kitchen, storage room, serving areas, cleaning utensils and equipment, assists in preparing and serving food and related activities.

SPECIFIC DUTIES

- Prepare and serve meals (breakfast, lunch and supplement) according to guidelines.
- Set up carts for meals.
- Maintain sanitation and cleanliness in the food service areas.
- Store food and supplies properly.
- Clean dishes, pots, pans, etc.
- Sweep and mop floor.
- Stores clean dishes, pots and pans according to guidelines
- Discard unused foods which were served.
- Cover food before serving to units.
- Other duties assigned by Center Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective verbal and written communication skills.
- Ability to follow instructions and accept supervision and proceed with duties assigned.
- Ability to establish and maintain an effective work relationship with associates and the community.
- Ability to relate to pre-service and in-service training provided for career enhancement.
- Ability to assist in maintaining accurate records and reports.
- Able to kneel and bend

PROFESSIONAL SKILLS

- Consistent work attendance.
- Ability to represent PRVO Head Start in ways that portrays a professional image.
- Working knowledge of PRVO's Head Start philosophy as it relates to children and families.
- Maintain the highest standards of confidentiality.
- Follows work procedures, policies and plans.

QUALIFICATIONS

- Education: High School Diploma or G.E.D. Equivalent.
SERV Safe Certified
Must be able to read, write and follow oral and written instructions.
- Experience: One (1) year of on-the-job training as a non-paid volunteer in a PRVO Center or comparable training in similar organization with demonstrated ability to follow instructions and relates well with young children.