

## SPRINGFIELD URBAN LEAGUE, INC.

### IN-HOUSE JOB AVAILABILITY

#### COOK

**SUMMARY:** The position of cook regardless of race, creed, or disability has the responsibility of preparing one-half to two thirds of the child's daily nutritional requirements in the classroom. It is also his/her role to extend community resources for their overall health and nutritional well being in a professional manner.

#### **ESSENTIAL FUNCTIONS:**

1. Signs in/out daily when arriving or departing any Head Start site.
2. Assist with the preparation of nutritional meals at breakfast, lunch and snack for the children, teachers, assistant teachers, volunteers, parents and community agency personnel, when present.
3. Assist in shopping for food at local food stores when assigned such tasks.
4. Must be able to:
  - a) Place requests for food orders through Robert Sysco, Inc.
  - b) Assist Nurse/Nutritionist in planning weekly menus.
  - c) Meet weekly with the Nurse/Nutritionist to discuss types of food desired for children with food allergies and special nutritional needs; use of surplus foods, if any, menus and any kitchen or employee related problems.
  - d) Assist Health Initiatives Coordinator and Teachers in interpreting the nutritional program to parents.
  - e) Work with classroom staff in planning special menus for unique taste experiences for children.
5. Maintain a sanitary and pleasant atmosphere in the kitchen. The kitchen must be left clean at all times. This includes items such as cleaning the stove, refrigerator, cabinets, sweeping the floors, etc. They must be wiped and sanitized daily.
6. Assist in the preparation of meals for children requiring special diets as requested by the Health Initiatives Coordinator.
7. Contribute to maintaining full compliance of Performance Standards.

#### **NON-ESSENTIAL FUNCTIONS:**

1. Additional duties and responsibilities may be assigned.

#### **QUALIFICATIONS:**

1. Must be able to prepare attractive and nutritional meals for preschool children.
2. Must be neat and clean in appearance and wear a hairnet **AT ALL TIMES**.
3. Must have reliable transportation.
4. Must be punctual, cooperative, and attend staff meetings and in-service training and workshops set up on and off site.

Page 2 – In-House Job Posting/Cook

5. Must have a pleasant disposition in working with children, staff, and parents.
6. Must have received their Food Service Sanitation Certificate or be willing to obtain.
7. Ability to pass a medical examination certifying freedom from communicable diseases and illegal substances.
8. Must meet the Illinois Department of Human Services Standards for working with Preschool children.
9. Must be willing to cooperate with parents and staff members and have a positive attitude toward directions.
10. Must have a positive attitude toward direction.

**Please submit a Letter of Interest to the Office of Human Resources, Springfield Urban League, Inc. – 100 North 11<sup>th</sup> Street, Springfield, IL 62703 by noon Friday, July 20, 2018.**

**The Springfield Urban League, Inc. is an Equal Opportunity Employer.**