

FORT BELKNAP HEAD START
656 AGENCY MAIN STREET
HARLEM, MT. 59526
406-353-2827

Title: Cook's Assistant

Status: Full Time/Permanent

Department: Education

Location: Fort Belknap Agency Center

Monday thru Friday 7:30am-3:30 pm

Supervision Received: Disabilities/Nutrition Manager

General Description of Duties:

1. Assist cook 1 with the planning and preparation of all breakfasts, lunches and snacks.
2. Assist cook 1 prepare and serve food in a clean attractive manner.
3. Assist cook 1 in the preparation of food carts.
4. Assist cook 1 for delivery of food carts to the classrooms once they are ready.
5. Assist cook 1 with the returning of the food carts with the breakfast & lunch dishes to the kitchen.
6. Assist cook 1 submit a food and supply order every Tuesday to the Nutrition Manager.
7. Assist cook 1 with the sorting of the food and supply orders for all centers upon arrival and have them ready for pickup and delivery to the centers.
8. Assist cook 1 with dating all food items for the Agency center after being sorted and put the food away.
9. Will store food properly in accordance with good health and sanitation regulations.
10. Responsible for personal hygiene, wear an apron, a hair net (hair must be completely covered) and gloves etc. while handling food and while in the kitchen.
11. Utilizes time effectively.
12. Employee is allowed two 15 minute breaks per day to be used when there are no pressing matters to be taken care of.
13. Required to attend all trainings and staff meetings
14. Responsible for keeping the kitchen, storage, cupboards, counter tops, freezers, stoves and refrigerators clean at all times.
15. Responsible for keeping accurate lunch counts
16. Assist with staff activities when time permits.

17. Wash dishes & put them away
18. Sweep and mop kitchen floor
19. Assists with major cleaning of kitchen and storage areas on Friday's.
20. Assumes cook's duties when he/she is absent.
21. Performs any other duties as assigned

Knowledge, Skills and Abilities:

Must be knowledgeable in large quantity cooking
Must be able to lift up to 50 pounds
Must be able to maintain accurate records

Special Conditions:

Must never been convicted of a felony or misdemeanor within one (1) year of applying for position.

Education:

High School Diploma or G.E.D required
Drivers License

IMMIGRATION REFORM AND CONTROL ACT:

Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation.

I have read the major duties and responsibilities contained in the Cook's Assistant job description and understand and accept the conditions. I agree to perform all duties as stated. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

Employee Signature

Date

Supervisor

Date

Revised: 06-27-23

Approved: July 19, 2023