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

Title: Cook II  
Status: Full Time/Permanent  
Monday through Friday 7:30am-3:00 pm

Department: Education  
Location: Reservation Wide

Supervision Received: Disabilities/Nutrition Manager

General Description of Duties:
1. Help the cook I submit an order for food and supplies every Monday to the Nutrition Manager.
2. Date ALL food items upon arrival and put it away.
3. Responsible to see that all food is properly stored in accordance with good health and sanitation regulations.
4. Responsible for helping with the planning and preparation of all breakfasts, lunches and snacks.
5. Required to attend all trainings and staff meetings.
6. Responsible for keeping the kitchen, storage, cupboards, counter tops, freezers, stoves and refrigerators clean at all times.
7. Help cook prepare and serve food in a clean attractive manner.
8. Responsible for keeping accurate lunch counts.
9. Responsible for keeping a daily perpetual inventory of all food, supplies, equipment, utensil, etc.
10. Responsible for personal hygiene wear apron, hair net (Hair must be completely covered) gloves when needed, etc.
11. Help with staff activities when time permits.
12. Responsible for helping cook, submitting monthly performance reports, monitoring menu production records.
13. Pick up breakfast & lunch dishes and return them to the kitchen.
14. Wash dishes & put them away.
15. Sweep and mop kitchen floor.
16. Weekly major cleaning of kitchen and storage areas.
17. Assumes cook's duties when she needs to be gone.
18. Thursday' truck: dry goods to be put away after 1:30 pm.
19. Two 15 minute breaks are allowed per day to be used when there are no pressing matters to be taken care of.
20. Phone calls limited to work duties. Cell phone use limited to breaks & Emergencies only.
21. Perform any other duties as assigned.
22. Responsible to perform all the above duties. Failure to comply will be grounds for disciplinary action.
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 that 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 II job description and understood and accept the conditions. I agree to perform all duties as stated.

__________________________                _______________________
Employee Signature               Date

__________________________                _______________________
Supervisor                      Date