

**AVANCE PERSONNEL POSITION DESCRIPTION**
Cook

JOB TITLE: Cook

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Non-Exempt- .25 FTE
SUPERVISOR LEVEL: NO
REPORTS TO: New Hope Baptist Church Supervisor of Early Childhood Services

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR’S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

NEW HOPE BAPATIST CHURCH SUPERVISOR OF EARLY CHILDHOOD SERVICES	DATE
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SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position is responsible for providing nutritious meals and snacks to mothers and children enrolled in the AVANCE Parent-Child Education Program and for special program events. The cook also coordinates with the Parent Educator and other service providers to meet the needs of parents and children. This position may temporarily perform duties of other service providers of the program as needed.

ORGANIZATIONAL GOALS OR OBJECTIVES: By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES AND STANDARDS

DUTY 1:

Plans and organizes menus and prepares food.

1. Coordinates food services for parents and children and special activities.
2. Collaborates with Parent Educator to ensure food service menus and schedule supports the Program.
3. Develops weekly and monthly menus for Program and special activities, including detailed preparation instructions.
4. Oversees and helps prepare meals and snacks.
5. Prepares food service budget.
6. Encourages a pleasant, respectful atmosphere among Program participants during meal and snack time.

DUTY 2:

Purchases food, kitchen and some maintenance supplies.

1. Prepares shopping list for food and supplies needed to support Program activities.
2. Directs the purchases food and supplies by self or others and maintains pantry.
3. Ensures food is ordered for and distributed from the Food Bank (if applicable).

DUTY 3:

Ensures the safety and health of self, co-workers, and participants.

1. Maintains a clean, safe kitchen and pantry by ensuring safety and health standards are always met.
2. Instruct co-workers (staff, volunteers, or mothers) on local safety and health procedures.
3. Follow AVANCE safety and health policies and procedures and any applicable licensing standards.
4. Ensures the safe and proper maintenance and operation of kitchen equipment and utensils.
5. Responds with appropriate emergency procedures as needed.

DUTY 4:

Supports special projects and other activities associated with the AVANCE Parent-Child Education Program.

1. Participates in special fundraising events.
2. Helps organize and conduct special events (Thanksgiving Banquet, Christmas Party, etc.) and field trips (Circus trip, graduation, etc.) for participants.
3. Ensures appropriate meals and snacks are planned, prepared and served for special projects and other activities.
4. Helps recruit Program participants.

DUTY 5:

Performs a variety of administrative and record keeping duties related to the Food Services portion of the Program.

1. Completes and maintains food service records and logs according to AVANCE national and local format and schedule.
2. Prepares a variety of reports and/or feeder information to support the Food Bank and AVANCE funder's reporting requirements in accordance with prescribed format and schedule.

DUTY 6:

Performs additional duties as required.

SECTION IV - KNOW LEDGES, SKILLS, AND ABILITIES

1. Pleasant, friendly, easy-going personality that parents and children can feel comfortable with.
2. Basic understanding of nutrition requirements for children and adults
3. Skilled in preparing meals and snacks.
4. Ability to learn how to organize and schedule food service activities and functions.
5. Skill in establishing and maintaining accurate and appropriate records.
6. Skill in or willingness to learn how to supervise food service staff.
7. Willing to be trained in basic safety and health policies and practices and how to handle emergency situations.
8. Ability to work well with others in a team approach.
9. Ability to communicate effectively both orally and in writing.

SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

A. **Required:**

1. None

B. **Preferred:**

1. AVANCE graduate, volunteer or other experience with family support services, community groups, church or school.
2. 1 year experience working and/or managing a commercial kitchen.

EDUCATION

A. **Required:**

1. Literacy adequate to perform job responsibilities
2. Initial AVANCE training completed as specified in the AVANCE Training Program.

B. **Preferred:**

1. High School Diploma or GED
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SECTION VI – OTHER SIGNIFICANT FACTS

UNIQUE ASPECTS OF JOB:

1. Ability to perform light to moderate lifting: 20 –30 lbs.
2. Standing and walking for a major portion of the day.
3. Must undergo a criminal background check.
4. Work with and around sharp equipment/tools, open flames, hot water and food, and cleaning chemicals.