

**Title:** COOK  
**Supervisor:** ECEAP Program Manager  
**Program:** ECEAP - Everett  
**Position Type:** Full Time/Non-Exempt  
**Date:** October 2020

*At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.*

**WE OFFER:**

COMPETITIVE SALARY  
UP TO 200 PAID TIME OFF HOURS PER YEAR  
MEDICAL & DENTAL  
403(B) RETIREMENT  
FLEX SPENDING ACCOUNT and more....

**General Function:**

The cook is responsible for the day to day planning, preparation, and serving of meals, which may include breakfast and/or lunch, and morning/afternoon snacks. These duties include:

- Participate in the USDA Child and Adult Care Food Program (CACFP).
- Plan menus to meet the requirements of the USDA/CACFP program.
- Use and post menus approved by the Snohomish County ECEAP nutritionist.
- Incorporate cultural, ethnic, and dietary preferences and suggestions from parents in the menu planning process.
- Plan and record/document appropriate and creditable alternatives for children with food allergies or food preferences and communicate this information to family support specialists and classroom teachers.
- Order and purchase food, ingredients, materials, supplies, and equipment according to ECEAP performance standards, CACFP requirements, and budget considerations.
- Ensure kitchen safety and maintain kitchen sanitation/ cleanliness at all times, report maintenance issues or concerns to supervisor.
- Record keeping according to CACFP requirements.

**Qualifications:**

- Available to work during the academic school year.
- Previous experience planning/preparing/serving nutritious meals and snacks for groups of young children.
- Prior experience with record keeping and maintaining and organizing files.
- Some computer skills.

- Current Food Handler's card

**Principal Activities:**

- Menu planning and purchasing of food, supplies, materials and equipment.
- Preparing food and serving meals/snacks.
- Attending to daily housekeeping/kitchen tasks, reporting maintenance issues to supervisor.
- Inventorying of stock on a regular basis.
- Maintaining all records required by OSPI/USDA/CACFP regulations, including the reporting of meal counts to the agency's nutrition coordinator.
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- Attending trainings in accordance with OSPI/USDA/CACFP, Volunteers of America, ECEAP, and the Snohomish Health District.
- Other duties as assigned by the program manager, nutrition coordinator and/or program director.

If you wish to apply for this position, please email your resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*