



**POSITION: ECEAP COOK**

Supervisor: ECEAP Program Manager  
Program: Volunteers of America Preschool Programs  
Hours & Wages: Part Time (18+ hours per week)/ DOE  
Location: South Everett  
Date: January 2017

**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.
- 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.

**PHYSICAL REQUIREMENTS:**

*The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

While performing the duties of this job, the employee is frequently required to, and must be able to:

- read, speak, stand, walk, sit and use a computer keyboard and monitor.
- see and use computer, and able to hear well enough to communicate with co-workers, students, families, volunteers and community partners.
- reach above head and perform repetitive movements.
- transfer up to 50 lbs. with help.
- have sufficient finger dexterity to open containers, buttons and zippers.
- bend to the floor.

This position may be exposed to bodily fluids, infections and odors.

All employees are required to obtain the following within 90 days of employment:

- A current infant, child, adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test
- Food handler's card

If you wish to apply for this position, please email your resume and cover letter 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.*

