

YUOK TRIBE-JOB DESCRIPTION
Cook Custodian-Head Start

Job Title:	Cook-Custodian				3
Department	Education	Program Area	Head Start	Location	Klamath/Ke'pel
Reports To:	Head Start Coordinator			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$13.01-\$16.90				

POSITION SUMMARY:

This position is under the general supervision of the Head Start Coordinator. The Cook will prepare nutritionally balanced meals and snacks for the children and provide nutrition education to the staff, parents and children in accordance with the policies of the Child Care Food Program and the head Start Federal performance Standards. The Custodian will perform daily, weekly, and monthly cleaning tasks of the early childhood buildings, as outlined on the job duty checklist, to assure a clean, safe and sanitary site for staff, children and parents.

DUTIES AND RESPONSIBILITIES:

COOK:

1. Provide monthly menus for review by the Nutrition Consultant that are nutritionally balanced and meet the requirements of the Child Care Food Program and Head Start Performance Standards.
2. Purchase, prepare and serve food to meet the requirements of the reviewed menus. Participate with infants/toddlers and children in mealtimes.
3. Document and accommodate for any food allergies or special food requirements of enrolled Head Start and Early Head Start children.
4. Maintain accurate and up to date production records as required by the Child Care Food Program including inventories, food production records, menu plans and meal attendance records.
5. Jointly, with the Center Teacher, plan and implement a minimum of one classroom nutrition project monthly.
6. Provide nutrition education to toddlers and children, staff and parents as needed.
7. Clean and maintain kitchen and food service utensils and equipment facilities and food storage areas to meet Environmental Health and Safety Standards.
8. Uphold the confidentiality of child and family information according to the confidentiality policy.
9. Communicate and work effectively with other staff members and parents.
10. Insure formula for infants is on site as needed for enrolled Early Head Start infants.
11. Provide cultural food and/or introduce cultural foods to enhance a culturally enriched environment.
12. Other duties as assigned to meet health and safety needs of the program.

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CUSTODIAN:

1. Sweep and mop all tile floors and vacuum all carpeted floors daily.
2. Clean and disinfect all sinks (bathroom and classroom), toilets, and door handles, empty all wastebaskets and put in new liners daily.
3. Safety check yard for garbage, glass, animal feces, thorny plants and mushrooms. Also check climbing equipment, toys, fence, etc, for any hazards daily.
4. Wash all chairs, child furniture and play equipment weekly.
5. Wash mirrors weekly (more often if needed).
6. Spot clean carpets as needed weekly.
7. Shampoo carpets; wash all glass doors & windows, clean walls of dust and dirt monthly or as needed.
8. Clean ovens and window coverings semi-annually.
9. Maintain a daily health & safety checklist in an organized binder.
10. Other duties as assigned to meet the health and safety needs of the program.

NOTE: custodian duties and responsibilities will be shared with the bus driver, teacher aide and teacher aide bus monitors. A work plan will be established between the responsible positions to organize daily, weekly, monthly and semi-annually work charts to keep track of which position is to do what duties.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Demonstrated knowledge of basic nutrition requirements of children and be able to plan appropriate meals.
2. Ability to keep accurate records and to complete the basic math task necessary for accurate record keeping.
3. Ability to communicate well with staff members, children and parents.
4. Familiarity with the cultures and traditions of the local tribes.
5. Knowledge of necessary precautions when dealing with cleaning chemicals and supplies.
6. Ability to use initiative in the completion of tasks.
7. Must have a current food handler's permit.

EDUCATION/EXPERIENCE:

High School graduation or equivalent and six (6) months general experience.

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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
3. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray.
4. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.
5. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
6. Must provide (within thirty days) documentation of enrollment in a course of current certification in Infant & Child, Pediatric, Community, or Universal First Aid and CPR. Must provide First Aid and CPR certificates within three months of hire. Must maintain valid First Aid and CPR cards during duration of employment.
7. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
8. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
9. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
10. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
11. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
12. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date