

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Cook**

**DEPARTMENT: Head Start**

**REVISION DATE: 11/14/2023 NSC**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of Nutrition Coordinator. This position is responsible for assisting in the preparation of daily meals (breakfast, lunch, and snack) for Head Start children, staff, and parent volunteers.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or verifiable GED.
- Must have a minimum of one year working experience in food preparation in a restaurant or school setting.
- Must be able to read menu.
- Must possess a Food Handler's Certificate.
- Must be in good physical health and good mental health.
- Must have a personality that is conducive to working with small children and their families.
- Must be of good moral character.
- Must be bilingual (English and Spanish).
- Must possess a valid driver's license and be insurable

**ESSENTIAL DUTIES:**

- Will assist in overall food preparation.
- Will assist in cleaning the kitchen.
- Will follow all hygiene/safety standards (local, state, and Federal).
- Must pack food and utensils in transportation containers.
- Must keep daily count of food inventory.
- Will perform other related duties as needed.

**PHYSICAL REQUIREMENTS:**

- Must be able to stand for prolonged periods of time
- Must be able to lift 30-45 lbs. (food bags & boxes, can food, coolers with food)
- Must be able to push food carts.
- Must be able to bend to sanitize tables, washing dishes, cleaning the kitchen.

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- A MVR is required.
- This position is not covered by Civil Service; however, is subject to all other Webb County Policies.

**SUPERVISORY:**

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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