



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

Lower Sioux Indian Community

Assistant Cook/Center Custodian - Job Description

Title: Assistant Cook/Center Custodian

Reports to: Health/Safety/Nutrition Coordinator

Wage: \$15.51 Full Time

Assistant Cook Summary Under the general supervision of the Health/Safety/Nutrition Coordinator and with guidance from the contracted Nutritionist, the Assistant Cook assists other food service staff team members in serving the children nutritious, good tasting and appealing meals and snacks. It is the Assistant Cook's responsibility to help in the preparation of these meals and snacks by methods that maintain high nutrient levels and that are sanitary. The Assistant Cook also helps to deliver meals to the classroom ready for family style meal service and suitable for the children's age and development.

Assistant Cook Duties:

- Assists in the preparation of foods in accordance with Child and Adult Care Food Program (CACFP) guidelines, Menus and Recipes and ServSafe food preparation Guidelines, Menus and Recipes.
- Assists with planning meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary helps to serve food of equivalent nutritional value.
- Assists in preparing meals and snacks in such a way that a minimum of nutrients are lost from foods, that ensure foods taste good and look appealing, and that there are ample amounts of foods for children to have as many servings as they need.
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments, including: storing foods and food supplies in appropriate areas; washing dishes; cleaning refrigerators, stove, bins, cupboards and other kitchen equipment and utensils; and, sweeping and mopping kitchen floors.
- Substitutes for the Cook in her/his absence.
- With the guidance of the contracted Nutritionist, helps modify menus and recipes and prepare foods to meet the developmental needs of infants and toddlers and the medical and feeding needs of children with disabilities or food allergies.
- Helps deliver foods from the kitchen to the classrooms ready to be served as suitable for the children's age and development. (See guidance). Also, assists with preparing and packing food for children's field trips.

- Cooperates with and participates in nutrition education activities for staff, parents and children.
- Participates in all emergency drills and environmental safety activities.
- Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.
- Participates in the agency's self-evaluation process and grantee monitoring visits and complies with any applicable Program Improvement Plans developed.
- Participates in general staff meetings and other meetings and events planned by the grantee and delegate agency as requested.
- Performs other duties, as assigned.

Center Custodian Position:

The Center Custodian position is under the direction of the Health/Safety/Nutrition Coordinator. They will perform general cleaning daily for the Early Head Start and Head Start building, minor maintenance duties in maintaining the building, adjacent walks, and equipment in clean, orderly and functional condition. This position will be the liaison for the head of maintenance with the LSIC and provides assistance to staff, visitors and other employees as necessary.

Maintenance Duties:

1. Receives oral or written orders from Health/Safety/Nutrition Coordinator
2. Performs work according to standard procedure and by building's operational schedule
3. Cleans classrooms, hallways, restrooms, offices, other rooms, stairways and windows
4. Uses brooms, mops, vacuum and dusting equipment to clean floors, mats and other items such as furniture and equipment
5. Washes walls, woodwork, windows, doors and sills
6. Makes minor repairs such as replacing light bulbs, fixing doorknobs, etc.
7. Empties wastebaskets in all areas of the building
8. Replenishes restroom, classroom and breakroom supplies
9. Sets up and tears down chairs, tables and equipment for meetings/events
10. Clears snow from entrances and walkways
11. Picks up and delivers supplies and materials to rooms
12. Follows all applicable safety rules and procedures
13. Reports work accomplished orally or on written work order to supervisor

Skills, Knowledge and Attributes:

- Computer Skills
- Must keep confidentiality
- Excellent Communication and Organizational Skills
- Experience working in an office, with children/infants and minor maintenance experience
- Ability to lift and carry objects weighing 20 to 60 lbs.

Education

It is preferred that the Assistant Cook have training in foods, nutrition, dietetics, and/or child food preparation and management. A commitment to secure continuing education related to employment with the Agency is required.

Experience:

Demonstrated skills in preparing the children's food in a nutritious, good tasting and appealing manner. Experience in child food service preparation and management desirable. Knowledge of CACFP requirements also desirable. Knowledge of the challenges and strengths of low-income and migrant families.

Disclaimer

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____