



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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- Job Title:** Food Service Head Cook (40+ Meals) /
Food Service Cook (40 Meals or less)
- Position Type:** Regular, full-time, non-exempt level
- Department:** Fresno Head Start
- Salary Schedule:** Range 14.5 (\$13.16 – 16.04 hourly) /
Range 13.5 (\$12.53 – 15.26 hourly)
- Position Summary:** Under the immediate supervisor's direction, performs necessary duties in planning and implementing a food program that meets the requirements of the Child Care Food Program for Preschool Children. The Food Service Head Cooks plans/prepares meals for more than 40 children. The Food Service Cooks plans/prepares meals for 40 children or less. Shops for food and other products, keeps records of and inventories supplies and food, maintains a clean organized, well stocked kitchen. Checks all equipment to assure that they are operating at the required temperature and designed condition.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- High School Diploma or GED.
- Two (2) years of experience in planning, preparing and serving food in large quantities, preferably in a school setting.
- Supervision experience.

LICENSES / CERTIFICATES / PERMITS:

- Must have a current and valid Serve Safe Certificate.
- Possess Pediatric First Aid and CPR certification annually.

ABILITY TO:

- The ability to calculate quantities of food needed, order correctly for economical food service.
- Prepare and cook food applicable to the needs of children.

- Maintain accurate records.
- Relate positively to staff, children, parents and the community as a whole.

KNOWLEDGE OF:

- Nutrition needs of young children.
- Proper and sanitary methods of preparing, cooking, serving and storing foods.
- Principles and methods of preparing foods for larger groups of young children.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and

drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer