

**Wabash Area Development, Inc.**  
**Job Description**

**Job Title:** Cook/Bus Monitor Aide  
**Department:** Head Start/Early Head Start  
**Reports to:** Center Supervisor  
**Grade Level:** III  
**Prepared by:** Critical Records/Risk Management Coordinator  
**Prepared date:** 6/9/2020  
**Approved by:** Executive Director, Lena M. Hicks  
**Approved date:** 7/13/20

**Summary: The Cook plans and prepares meals at the site under the direction of the Family Health and Nutrition Coordinator and consulting Nutritionist.**

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.

Respect the diverse values and cultures of the families served.

Assist with recruitment of children into Head Start, coordinates and participates in all related functions.

**Center Cook**

Comply with the Illinois Department of Public Health's Food Service Sanitation Code.

Comply with Head Start Standards and Illinois DCFS Daycare Licensing Regulations.

Inform appropriate staff of any changes in regulations/sanitation laws.

Maintain kitchen in clean and sanitary manner daily.

Clean and maintain grease trap on a daily basis.

**Menu Planning and Prep**

Work closely with Nutrition Coordinator to plan center menus.

Send menus home at least one week in advance.

Order/buy groceries and supplies in accordance with planned menus while using time and resources efficiently.

Prepare meals and snacks for center site daily.

Prepare foods for children requiring special diets.

Maintain records of meals and snacks served daily, including maintaining corrected menus when substitutions are used.

Maintain accurate records of food used and cost per meal.

Maintain inventory of food purchased monthly.

Assist with cleaning classroom after meal service if needed.

Keep health staff informed of any concerns regarding center children.

Submit monthly paperwork according to schedule.

### **Bus Monitor**

Assures that children are safely transported and delivered while in the care of WADI Head Start.

Deliver necessary notes or messages to caregivers when dropping off children.

Ensure that caregiver/guardian signs the bus monitor form or in the CP Mobile App when releasing a child.

### **Training**

Maintain current registration within Gateways to Opportunity.

Complete annual transportation training to assure safe practices when transporting.

Obtain Food Sanitation Licensure.

Obtain Child-Infant CPR and First Aid Certification.

Attends staff meetings and in-service training as requested, including any called by the County Manager as requested throughout the year.

Attend health and nutrition related trainings. Some out-of-area trainings may involve overnight stays.

Attends college classes as negotiated with Program Director through the PEP process.

### **General Responsibilities**

Assure that all children are released to authorized persons provided by caregiver/guardian.

Learn and use the components of “Conscious Discipline” management tool for bus and classroom.

Remain professional, focused and adheres to safety rules and regulations.

Remain calm under pressure, staying focused on needs and safety of children.

Maintain confidentiality regarding children, families, staff, and/or agency matters.

Provide the Center Supervisor with timely updates in weekly schedule should changes be necessary.

Any other duties as assigned to ensure smooth program operation and/or to assist with coordination of other agency sponsored programs.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies:** To perform this job successfully, an individual should demonstrate the following competencies

Design – Demonstrates attention to detail.

Problem solving – Identifies and resolves problems in a timely manner; Develops alternative solutions; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Technical skills – Strives to continuously build knowledge and skills; Pursues training and development opportunities.

Interpersonal skills – Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things; Listens to others without interrupting; Respect others time and space.

Written communication – Writes clearly and informatively; Presents numerical data effectively.

Teamwork – Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Balances team and individual responsibilities.

Cost consciousness – Develops and implements cost saving measures; Works within an approved budget.

Ethics – Treats people with respect; Upholds organizational values; Keeps commitments; Inspires trust of others; Works with integrity and ethically.

Organizational support – Follows policies and procedures; Supports organization's goals and values.

Planning/Organizing – Uses time efficiently; Prioritizes and plans work activities.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Safety and security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Determines appropriate action beyond guidelines.

Adaptability – Adapts to changes in the work environment: Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments; Understands the dynamics of the operation of a successful business.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication – Listens and gets clarification; Participates in meetings.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid Illinois driver's license.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, we prefer the individual have knowledge of Internet browsers and Word processing software.

**Certificates, Licenses, Registrations:** Be currently enrolled in a food service sanitation class and be certified by the Illinois Department of Public Health upon completion of that class or currently have the Illinois Food Service Sanitation Certificate. Must have a valid Illinois driver's license.

**Other Skills and Abilities:** Prefer prior cooking experience cooking for large groups of people.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is frequently required to stand; climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. A two man lift is required for any lifts of 50 pounds or more. Specific vision abilities required by this job require close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; heat and fumes or airborne particles and risk of electric shock. The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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Staff Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date