WACOG
Western Arizona
Council of Governments

JOB DESCRIPTION

POSITION TITLE	Substitute Cook	**DEPARTMENT**	Head Start
JOB CODE	7250	**REPORTS TO**	Food Services Manager
SALARY GRADE	37	**FLSA STATUS**	Non-Exempt, Hourly
REVISION DATE	12/22/2025	**APPROVED BY**	

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Head Start Grantee for Mohave, La Paz and Yuma Counties. Our programs focus on school readiness for all children and families. As a leader in quality early childhood programs in the area, WACOG is a champion of developmentally appropriate practices.

SUMMARY STATEMENT

Under close supervision, provide on-call support to prepare and cook family style meals for enrolled Head Start/Early Head Start children and staff in accordance with Head Start Performance Standards and the Child and Adult Care Food Program (CACFP) guidelines and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

1) Prepare meals (breakfast, lunch & snack) in quantity portions according to menu and number of children/staff to be served. Maintain proper controls to ensure minimal food spoilage and waste.
2) Maintain required hygienic and sanitary conditions required for the kitchen, cooking utensils, food storage and supply areas according to health and sanitation regulations.
3) Ensure the accuracy of the number of meals, snacks, milk and other food items prepared for assigned center(s) by using the daily meal count reports.
4) Maintain accurate meal production work sheets in accordance with CACFP requirements and accurate daily record of number of meals served to children and adults.
5) Order food and supplies, receive and check food/related supply orders upon delivery, and ensure immediate, proper storage as needed.
6) Maintain safe work practices during all aspects of meal preparation, lifting, loading and meal transport; and that all kitchen equipment is in safe working condition. Notify immediate supervisor when equipment repairs/ replacement are needed. Follow acceptable safety practices due to regular exposure to institutional cutlery, cleavers, food processor/blender blades and can openers during food preparation, preparing meals for deliver and overall kitchen clean up.
7) Use proper safety equipment such as oven mitts, pot holders, aprons, gloves, slip resistant shoes, and lift belts during food preparation, transport and kitchen/storage area clean-up as appropriate. Follow acceptable safety practices due to regular exposure to hot/cold temperatures and/or steam when using stoves, ovens, broilers, pressure cookers and grills: while storing/removing food items from refrigerators/freezers and conducting inventories; during food preparation and kitchen sanitizing/clean up.
8) Load meals into carrier carts for delivery to centers/classroom and, transport by motor vehicle when needed.
9) Compile and submit required paperwork to Food Service Manager as required.
10) Regular travel within WACOG service area, including overnight stays as needed; additional travel may be required.
11) Maintain reliable and predictable attendance; work outside of standard business hours as needed.
12) Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
13) Perform other duties as necessary to carry out the administrative/ programmatic goals and objectives of WAGOG and/or department.

KNOWLEDGE/SKILLS/ABILITIES (KSAs) The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

-Ability to read, interpret, and communicate regulations, recipes, and menus in English
-Skill in accurately measuring and calculating quantities using fractions and decimals, including addition, subtraction, multiplication, and division
-Knowledge of quality control practices and proper kitchen safety and sanitation standards
-Ability to read, interpret, and apply a wide range of technical instructions and guidelines
-Ability to work effectively and safely around children

REQUIRED EDUCATION AND EXPERIENCE
High School Diploma or GED and two years experience in institutional cooking; or
Equivalent combination of experience and additional education/ training that provides the necessary knowledge, skills and abilities to perform this work.

OTHER REQUIREMENTS
Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check
Comfortable working in a fast-paced, high-energy environment
*Ability to secure and maintain a driver's license valid in the state of Arizona. Will be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.
** Current Health Physical and TB Clearance WHEN incumbent is paid primarily (≥50%) out of Head Start department funds, allocations adjusted monthly
Arizona Food Handler's Certificate

WORK ENVIRONMENT
The work environments are representative of those an employee encounters while performing the essential duties and responsibilities of this job.

-Required to make frequent trips off-site by motor vehicle within the WACOG service area
-May work with the public in home, office, or center environments that may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

PHYSICAL DEMANDS
The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

-Frequent sitting, standing, and walking.
-Manual dexterity sufficient to handle/feel/reach with hands and arms to operate standard kitchen equipment.
-Vision ability to include close vision, distance vision, and ability to adjust focus.
-May require lifting or moving objects up to 50 lbs.

DISCLOSURES AND ACKNOWLEDGEMENTS
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WACOG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetics. In addition to federal law requirements, WACOG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, appointment transition including promotion, training, termination, layoff, reinstatement, leaves of absence, compensation, and benefits.

WACOG expressly prohibits any form of workplace harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. Improper interference with the ability of WACOG's employees to perform their job duties may result in discipline up to and including discharge.

I acknowledge that I have read and understand my assigned job description, and I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodation. I understand that the job description does not constitute an employment agreement and is subject to change at any time by the employer. I also understand that employment with WACOG is terminable at will, either by me or by WACOG, and, all positions at WACOG are grant funded and subject to termination if funding is withdrawn or decreased.

Signature: _____ Date: _____

Employee Printed Name: _____