



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are seeking a **Cook Aide** for a head start program in **Boyd, CO**. This position is a regular **school year** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

POSITION SUMMARY

The Cook Aide is responsible for assisting in the presentation and delivery of food services for center classrooms. The Cook Aide will assist the kitchen team in for center/kitchen cleanliness, maintaining adequate food supplies and assisting in the completion of kitchen records.

DUTIES & RESPONSIBILITIES

- Assists the Lead Cook in completing tasks that help maintain the day to day Food Service operation for all centers.
- Works in collaboration with the kitchen team to maintain cleanliness and organization within the kitchen area.
- Assists in the up-keep of all kitchen equipment.
- Assists in maintaining kitchen inventories.
- Assists in reviewing and maintaining food production records and temperature logs on a daily basis.

- Assists in preparing and delivering meals.
- Additional related duties as assigned.

EDUCATION REQUIREMENTS

- High School Diploma or GED preferred.

EXPERIENCE & SKILL REQUIREMENTS

- Previous food service and/or commercial kitchen experience.
- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Knowledgeable in applying strategies to work with diverse populations.
- Must have excellent communication skills (i.e. read, write, and understand written and oral communications).
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to work within a developed schedule and meet assigned deadlines.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Knowledge and awareness of Department of Health and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be people oriented and demonstrate teamwork and positive attitude.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

SCREENING REQUIREMENTS

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 year OR more frequently as required by their physician.

- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check (via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to sit; stand for long periods of time; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to deliver food, receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud. The kitchen area(s) may be warm and wet floors may exist at times. Proper foot wear and safe attire is required at all times in the kitchen area(s).

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer

