



**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!*
- *We provide **Education for the Future!***



We are currently seeking a dedicated and energetic **Cook Assistant** for our Head Start Early Learning Center in **Trinidad, CO**. This position is a **regular school year** position. This position is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**POSITION SUMMARY**

The Cook Assistant will assist the kitchen team in the planning and preparation of nutritious meals. The Cook Assistant is responsible for assisting in center cleanliness and ensuring a sanitary kitchen.

**DUTIES & RESPONSIBILITIES**

- Assists in the planning, preparation and serving of all food at the center.
- Assists in the ordering and security of food and non-food supplies and shipments.
- Assists in all required food service and CACFP paperwork, including but not limited to, temperature logs, productions logs, inventory, invoicing, monthly expenditures, Purchase Orders and Purchase Requisitions, etc. Frequency varies based upon type of paperwork required.
- Assists new employees on performing their assigned tasks.
- Responsible for maintaining a clean and sanitary kitchen that meets health and safety standards that meet Colorado Health Department Rules and Regulations.
- Assist in maintaining kitchen inventories and equipment.
- Responsible for preparing meals that are visually appealing and nutritious.
- May be required to work with consulting Registered Dieticians.
- Responsible for all foods and menu items produced to comply with health care action plans involving food allergies, specials diet statements, food preferences and fluid milk alternatives.

- Other related duties as assigned.

### **EDUCATION REQUIREMENTS**

- High School Diploma or GED required.
- ServSafe Kitchen Manager Certification (must obtain within 1-year of employment in Cook Assistant position).

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of 1-year food service experience.
- Experience in food and meal preparation in large quantities.
- Experience in interpreting special dietary requirements and modifying menu modifications.
- 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 have strong organizational and time management skills.
- 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.

RMSEER is an Equal Opportunity Employer

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**

