



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Cook

Location: Norfolk

Component: Head Start/Early Head Start

Summary/Objective: To plan and prepare nutritious meals and promote safe, courteous atmosphere for Food Service to children following the Head Start/Early Head Start Performance Standards and USDA guidelines.

Qualifications: Must have or work towards Food Service Managers Certification. High School education or GED required. Must have a current health card, two years of experience in the planning/preparation of meals, and some experience in ordering food for groups. Applicant must have a criminal record check and a physical the time of employment. Must have reliable transportation and valid Virginia Driver's License.

Duties: Prepares and serves meals daily following established menus for children. Adhere to Food Services schedules by working closely with Education Staff. Plans and sets up kitchen facilities including cooking, utensils, serving utensils, and large/small appliances. Order necessary food on a weekly basis. Other duties as assigned by Nutrition Coordinator and Head Start Director.

Salary: \$18,930 with Benefits. Thirty (30) hours per week

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607.

Closing Date: Applications accepted until filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer