



Job Title: Preschool Cook
Classification: Non-Exempt
Reports To: Center Director
Status: Full-Time (for candidates with Child Development Units)

Program: Head Start
Compensation: \$22 - \$25 p/h DOE
Location: San Diego County (Onsite)

About Chicano Federation:

Rooted in our mission to cultivate opportunities and advocate for families and individuals in pursuit of a more equitable comunidad, the Chicano Federation has spent nearly 60 years strengthening and supporting communities across San Diego. Through our food and nutrition programs, early childhood education, workforce development initiatives, affordable housing, and comprehensive wrap-around services offered through our robust Community Resource Center in Barrio Logan, we remain committed to creating pathways for families and individuals to thrive.

Position Summary:

The Preschool Cook is responsible for preparing and serving nutritious breakfasts and snacks and coordinating the daily lunch service provided by an external food vendor. This includes ensuring vendor-delivered meals are properly portioned and separated into serving bowls for family-style dining in classrooms. The Cook ensures full compliance with Head Start Performance Standards and the Child and Adult Care Food Program (CACFP), maintaining high standards of nutrition, food safety, and sanitation.

This position plays a vital role in supporting children's health, development, and school readiness through safe and nutritious meal service.

Essential Duties and Responsibilities:

- Prepare and serve breakfast and daily snacks in compliance with CACFP and Head Start guidelines
- Receive vendor-delivered lunches and verify accuracy and proper temperatures upon arrival
- Portion and separate lunch items into serving bowls for family-style dining in classrooms
- Ensure meals meet USDA portion size and nutritional requirements
- Maintain accurate CACFP documentation, including meal counts and production records
- Complete required CACFP trainings and maintain up-to-date compliance knowledge



- Place food and supply orders through the designated online ordering system
- Follow all food safety and sanitation procedures in accordance with local health regulations
- Maintain a clean, organized, and sanitary kitchen environment
- Monitor food inventory and manage proper food storage and temperature controls
- Accommodate children with documented food allergies and special dietary needs
- Collaborate with center leadership to ensure compliance during monitoring reviews and audits
- Participate in required staff meetings and trainings

Additional Responsibilities (for candidates with Child Development Units)

- When kitchen duties are completed and time allows, provide classroom support during lunch service or assist with staff breaks as assigned
- Support supervision and classroom routines in alignment with licensing and Head Start standards

Qualifications

- **Requirements:**
 - Must have a valid Food Handler's Card.
 - Knowledge of food safety and sanitation regulations.
 - Ability to lift up to 40 lbs and stand for extended periods.
 - Must be able to pass required background clearances.
- **Highly Desirable:**
 - Experience working with the Child and Adult Care Food Program (CACFP).
 - Previous experience in a preschool, Head Start, or child care setting.
 - Knowledge of Head Start Performance Standards.
 - Child Development Units (CD units) for full-time eligibility.

Benefits (Full-Time Employees)

We offer a competitive benefits package for full-time employees, including:

- Health Insurance



- Dental Insurance
- Vision Insurance
- 401(k) Retirement Plan

Work Environment:

The center operates Monday through Friday from 6:30 a.m. to 5:30 p.m. The cook's schedule will be assigned within these hours. The role requires frequent standing, lifting, bending, and working in a kitchen environment, with occasional classroom support when applicable.