



HEAD START COOK

(Tiers: II & III)

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception, SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information, please visit us at www.seta.net.

We are looking for Head Start Cooks. This is a specialized classification for positions that perform food preparation, delivery, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record-keeping assignment.

Position Summary: Under general direction, this position includes food preparation, pick-up and delivery of food to various Head Start sites, assist with menu planning, maintain food preparation and service facilities in a clean and orderly condition, and perform related work as required.

Salary: Tier II: \$15.38 p/hour and Tier III: \$15.76 p/hour

Benefits:

Medical Benefits (6 plans to choose from)
 Dental Benefits
 Life Insurance
 Vision Insurance
 Educational Reimbursement: up to \$1500 annually
 Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty
 Pension (mandatory contribution required)
 Retirement Health Savings Accounts and 401A plans
 Paid Holidays
 Paid Vacation
 Paid Sick Leave
 Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

TIER II COOK

EXAMPLES OF DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

- Assists with ordering, inventory, and storage of food and supplies;
- Prepares food for meals and snacks;
- Maintains food service and preparation facilities in a clean and sanitary condition;
- Assists with record keeping assignments;
- Picks up and delivers food to various Head Start sites.



Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- At least one (1) year of working experience (paid or volunteer) as a cook or experience working at SETA as a Temporary/On-Call Cook/Driver.
- A current California Food Handlers Card, or ability to obtain one within 30 days of employment.

TIER III ADVANCED COOK-IN ADDITION TO ABOVE

Training and Experience: Must meet the training and experience requirements of Tier II. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- A current ServSafe Certification;
- A minimum of one year of experience working as a cook.

SPECIAL REQUIREMENTS:

Possession of a valid Class C Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. ***Additionally, must be at least the age of twenty-one (21) for insurance purposes.*** Obtain any legally required food handling certifications.



HOW TO APPLY: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted using the online application, which can be found at <https://laserfiche.seta.net/Forms/app>.

****Due to COVID-19, this position's recruitment may be virtual; specifically, exams and interviews will utilize electronic mediums such as video conferencing.***

Upon job offer, individuals will be required to complete a pre-employment health screening, TB test, and background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP, and flu (or flu waiver).

POSTING DATE: Continuous Filing

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer.