



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.

Program Summary: The SETA Head Start mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family focused, including education, health, nutrition and mental health.

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: \$19.16/Hr. to \$24.461/Hr. and Tier III: \$19.59/Hr. to \$25.01/Hr. (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)



Benefits:

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

Pension (mandatory contribution required)
Retirement Health Savings Accounts and 457 plans
Paid Holidays (13)
Paid Vacation
Paid Sick Leave
Paid Personal Leave
Paid Jury Duty
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.

WHO MAY AND HOW TO APPLY: Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application which can be found below:

[**Click Here to Apply**](#)

Copies of all degrees, permits, and credentials must be attached to the application.

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

POSTING DATE: Wednesday, October 30, 2024

FINAL FILING DATE: Wednesday, November 13, 2024 by 5 p.m.

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.