Head Start Cook (Tier III)

The SACRAMENTO EMPLOYMENT AND 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.

Program Summary: SETA Head Start mission is to improve the lives of low-income children by providing 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.

Starting Salary: Range III $19.79/Hr. to $25.26/Hr. (New employees typically are hired are typically hired at the first step. Step A. SETA's step pay scale consists of six steps, each step increase is on an annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental Benefits (100% Agency paid for family)
Life Insurance (100% Agency paid for employee)
Vision Insurance
Modern Health – Employee Assistance Program
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 Account and 457 Plan
Optional Life Insurance
Paid Holidays (13)
Paid Vacation
Paid Sick Leave
Paid Personal Time
Paid Jury Duty
Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

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: 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 current minimum of one year 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: Copies of degrees, permits and credentials must be attached to application. 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

Click Here to Apply

Upon job offer individuals will be required to complete a pre-employment health screening, TB and background check. Upon job offer, individual will be required to complete a pre-employme Motor Vehicle Record check.

POSTING DATE: Monday September 21, 2026
FINAL FILING DATE: Friday, October 2, 2026, by 5 PM

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request t individuals with disabilities.