



**Bi-County Community Action Programs, Inc. (BI-CAP) is seeking a Head Cook for its Head Start location in Bemidji, MN.**

The Head Cook oversees the daily operation of the kitchen including preparation of meals and snacks in a safe and clean work environment. Work includes collaborating with nutrition professionals in planning menus. The Head cook is responsible for meal preparation following Child and Adult Care Feeding Program (CACFP) regulations. Responsible for keeping all the kitchens/classrooms in compliance with local, State and Federal Code regulations.

**REQUIREMENTS:** Minimum job requirements are reading, communication, math and problem solving skills equivalent to High School or GED and two years of related experience, or equivalent. Must have basic computer skills, internet, data entry, and computer files and data bases. Must have or be able to obtain Food Manager's Certification within 6 months of hire. Must have valid driver's license. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Applicants must meet DHS & MN Rule 3 licensing requirements.

*Full-time 40hrs/week for school year, 32hrs/week in summer \$13.00/hr + DOQ, full-benefits.*

**TO APPLY:** ONLINE APPLICATIONS NOW AVAILABLE or print and send your completed application to: BI-CAP, 6603 Bemidji Avenue N, Bemidji, MN 56601.

Online and paper applications and job description found here: <https://www.bicap.org/contact/employment/>  
Paper applications can be picked up at the Bemidji and Walker BI-CAP offices.

**Application Deadline: Open Until Filled EOE**

**Bi-County Community Action Programs, Inc.**  
**Helping People. Changing Lives. Building Community.**  
*Serving Beltrami and Cass Counties*



Beltrami County: 6603 Bemidji Ave. N. Bemidji, MN 56601/P.O. Box 579, Bemidji, MN 56619 Phone: 1-800-332-7161  
Cass County: 8245 Industrial Pk. Rd. NW/P.O. Box 995, Walker, MN 56484 Phone: 1-800-332-7135