



JOB DESCRIPTION COOK

Under the supervision of the Center Director, the Cook implements the cycle menu, purchases and prepares food, completes Child Care Food Program paperwork and supports center staff with nutrition activities in the classroom.

DUTIES/RESPONSIBILITIES:

- Implements the cycle menu in accordance with center policies.
- Create food order on regularly scheduled basis to be determined by director.
- Prepares, organizes, and sets up the food for meals and snacks.
- Joins the children and other staff at the table during mealtimes whenever possible.
- Cleans and maintains kitchen, food service utensils, equipment, and food storage areas to standards mandated by the Health Department and best practices with regards to food safety and sanitation.
- Purchases and provides set up of foods for nutrition curriculum and children's cooking projects in the classroom.
- Maintains all required Child Care Food Program paperwork. Paperwork includes menu production records, monthly adjustment sheets, food transport records, inventories, cycle menus, attendance sheets and food purchase receipts. Compiles monthly reports accurately. Turns in all monthly Child Care Food Program documentation on time.
- Posts and maintains all required Child Care Food public notices.
- Refers child nutrition concerns to appropriate agency staff member.
- Participates in team meetings, required in-services, and all cook networking and trainings.
- Communicates and works effectively with other staff members.
- Other duties as assigned.

QUALIFICATIONS:

Required:

- Basic cooking skills plus experience in food service and volume meal preparation.
- Must be able to read and follow a recipe and a cycle menu.
- Must be able to relate well to parents, children and other staff members.
- Must communicate effectively and be functionally literate in English.
- Must possess organizational skills, time management skills, and the ability to prioritize.
- Must possess the ability to keep accurate reports and records.
- Must possess the math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions.
- New hire requirements