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| | | Component Affected: | Health/Nutrition/Safety |

Mid-Columbia Children's Council Job Description

Title: Cook Department: Health
 FLSA Status: Non-exempt Reports to: Center Coordinator

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Prepare timely meals and snacks for MCCC children, staff and guests. Ensure adherence to USDA (United States Department of Agriculture) CACFP (Child and Adult Care Food Program) guidelines. Maintain high standards of cleanliness and food safety.

Essential Functions/Major Responsibilities:

- Prepare daily menu planners meeting CACFP guidelines for children from birth through five years. Schedule may vary for the Center between offering classes and childcare. Typically, two to three meals a day and a snack are served to multiple classrooms which may handle infant, toddler and three- to five-year-olds.
- Purchase food within budgetary guidelines and from scratch with few exceptions.
- Prepare meals meeting CACFP and MCCC guidelines, and that adhere to a monthly meal schedule.
- Serve deadline-driven meals on time according to the attendance schedule directed by the Center Coordinator.
- Maintain kitchen and meal areas in safe and sanitary conditions, adhering to local and State food service health requirements.
- Set table with proper eating plates and/or utensils.
- Maintain and submit CACFP records, food served and food calculation requirements.
- Clean dishes and serving areas as needed following each meal or snack.
- Comply with any food allergy restrictions or eating schedules based on individual student needs.
- Defrost and/or manage maintenance of freezers, refrigerators and other kitchen equipment such as stoves, dishwashers, and other kitchen aids.
- Attend Center staff meetings, scheduled programs, and other trainings. Stay abreast of trends in field.
- Assist and train volunteers in completing duties.
- Monitor supplies and ensure availability for kitchen. Supplies include paper products such as napkins, paper towels, plates, and cleaning supplies.
- Housekeeping duties may be assigned depending on the center location. Duties include, but not limited to:

- Mop floors, clean bathrooms, vacuum and dust on a daily or as needed basis.
- Empty trash and recycle containers on a daily basis.
- Clean windows as needed.
- Sanitize toys as required.
- Stock paper products and soap as needed.

Secondary Functions:

- Coordinate with Center staff in any kind of nutritional cooking activities with children.
- Advocate for the Head Start and Early Head Start programs in interactions and recruitment efforts with appropriate clients and community affiliates.
- Participate in agency activities, including but not limited to annual Self-Assessment (organization-wide process), state and federal program reviews, Program Information Report data collection, and update/review of agency Work Plans.
- Check playground equipment and other surfaces for pointed objects, splinters or other health hazards.
- Complete minor maintenance such as installation of paper towel dispenser, etc.
- Model appropriate eating practices, if in classroom during mealtime.
- Monitor and report child abuse/neglect as a mandated reporter.
- Serve on appropriate committees as required.
- Document In-kind activities, services, and/or goods.
- Other duties as required.

Job Scope:

Work is generally recurring with occasional variations from the norm. Job involves a moderate degree of complexity in meeting food guidelines. Position operates independently with minimal supervision. Decisions are made within the scope of CACFP and MCCC guidelines. Errors in job could result in illness for children and loss of reimbursement for meals.

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts:

Contacts are mostly face-to-face, with some occurring by phone and/or e-mail. Contacts are usually with internal staff, but may include contact with others. Some confidential or sensitive information may be discussed.

Specific Job Skills:

- Operating knowledge of kitchen equipment (i.e. commercial dishwasher, gas stove, etc.).

- Knowledge of menu planning, nutrition, and food preparation for large groups. Ability to ensure timely delivery of meals/snacks.
- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to follow budgetary constraints in purchasing and preparing food.
- Maintain confidentiality of student information.
- Ability to enter data into computer and navigate software system.
- Appreciation for and flexibility in dealing with diversity.
- Record keeping and organizational skills.
- Good interpersonal skills required.
- Frequently required to stand for long periods; frequent need to smell, sit, stoop, bend, walk, use hands and feet in repetitive motions, hear and talk.
- Ability to routinely lift up to 20 pounds, and occasionally up to 50.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- May need to carry food service items to outlying buildings/units.
- Ability to maintain a good driving record/insurability in order to shop for groceries.
- Must meet local and state health regulations for food service workers.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.

Education and/or Experience:

- Current Infant/Child CPR and First Aid certifications and Food Handler's Permit.
- High school diploma or equivalent preferred.
- Two to three years experience in food service or preparation.

Job Conditions:

Position during summer months may involve more housekeeping duties as Center services may differ. Exposure to boiling liquids, heavy pots and sharp knives. May need to travel in inclement weather.

First Level Supervisory Approval

Second Level Approval