

# COMPTON COMMUNITY COLLEGE DISTRICT



## **CHILD DEVELOPMENT DEPARTMENT** **COOK**

**FLSA: NON-EXEMPT**

**POSITION DESCRIPTION:** Under general supervision, prepare and serve breakfast, lunch and snacks in the Child Development Center; order food and food service supplies, clean kitchen area and equipment, prepare food service reports and perform other related work as necessary.

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Prepare breakfast, lunch and two snacks daily; prepare meals for Saturdays and food for special holidays and field trips.
- Develop monthly menus; fill out daily menu production sheets.
- Deliver food to each classroom; make sure each child gets a correct serving amount.
- Prepare grocery lists; order food and food service supplies; put food away when delivered.
- Wash dishes, sweep and mop floor; clean stove and refrigerator.
- Prepare food service reports required by state; track and calculate quantities of food prepared and leftovers.
- Follow state guidelines related to child nutrition and food services.
- Performs other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- State guidelines related to child nutrition services.
- Administrative policies and pertinent sections of the Education Code.
- Methods of preparing food in quantities.
- Safety procedures in preparing and serving food.
- Sanitation methods and procedures as it relates to food preparation, food service and kitchen equipment.
- Record keeping principles and procedures
- Report preparation methods.

#### **ABILITY TO:**

- Operate modern kitchen equipment.
- Read, understand and follow recipes.
- Interpret and apply state food preparation guidelines and regulations.
- Organize coordinate and complete tasks.
- Communicate effectively both orally and in writing and work cooperatively with co-workers and other department representatives.

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### **REQUIRED QUALIFICATIONS:**

- High School Diploma or GED.
- Two years of experience preparing meals, preferably in a child care program.

### **WORKING CONDITIONS:**

- Very active office, must be good with children.
- Extensive computer work.
- Long periods of standing and sitting.
- Lift and carry up to 25lbs.
- Move from one work area to another as needed.