



JULY 2009
FLSA: NON-EXEMPT

CHILDREN'S CENTER COOK

DEFINITION

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 performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Program Director of Child Development. Exercises no direct supervision over staff. Assist students and staff in the classroom.

CLASS CHARACTERISTICS

This is an entry-level class responsible for preparing food services for infants, toddlers, and/or preschool-aged children. Responsibilities include preparing breakfast, lunch and snacks and deliver food to classroom. This class is distinguished from the Pre-School Teacher in that the latter provides complex support to infants, toddlers and/or pre-school-aged children which assist management staff with Child Development Center program administration.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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.

QUALIFICATIONS

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.
- Create and maintain a safe learning environment.
- Observe and document child development, behavior, and health.
- Maintain clear and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of experience preparing meals, preferably in a child care program.

Licenses and Certifications:

- Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a Mentor certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard kitchen and day care facility setting and use modern kitchen equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for activities, events, and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to prepare meals; and push and pull drawers open and closed to retrieve ingredients. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally may need to lift children of a greater weight.

ENVIRONMENTAL ELEMENTS

Employees work in a day care/kitchen environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents are exposed to body fluids and may be required to render First Aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.