

Grand View Child Development Center  
Job Description  
Cook

The person selected for this position will be responsible for the general supervision of the nutrition program and all related food services of the center. This employee will not be expected to assist with classroom management but may be asked to help assist with the children if an emergency occurs, or to cover a quick bathroom break for a classroom teacher. All work will be done under the supervision of the Director, or on-site supervisor in the absence of the Director.

**Qualifications:**

The person selected for this position must meet the following criteria:

- a. Experience cooking in a childcare center
- b. Demonstrate an ability to plan for economy in shopping, and in planning, preparing, and serving balanced meals and snacks.
- c. Good personal cleanliness habits.
- d. Familiar with the Child and Adult Care Food Program, or willing to attend trainings regarding the Child and Adult Care Food Program.
- e. Maintain certifications in First Aid and CPR, Universal Precautions and Mandatory Reporting.

**Responsibilities:**

- Planning, making necessary purchases for preparing and serving breakfast, lunch, and snack
- Follow guidelines set forth by CACFP for food preparation and service.
- Follow the menu's designed by the Center Director.
- Well-versed and able to articulate CACFP requirements.
- Maintain kitchen area, follow posted cleaning schedule. Kitchen is to be deep cleaned daily before leaving for the day.
- Notify Director of any problems with kitchen equipment immediately.
- Attend necessary trainings for CACFP food program and licensing.
- Interact with and train staff in a profession, educated, and responsible manner.
- Turn in monthly CACFP forms to the Director sorted by week (menu, meal count sheet, production records).
- Ability to organize and maintain records for CACFP audit.
- Carry out any additional duties as requested by Director, such as maintenance tasks, such as:
  - i. Each day before leaving, ensure shelves in pantry are stocked appropriately with supplies, and no boxes are left stacked in the way and all items should be stored away and monitored for expiration.
  - ii. Trash is to be taken to the dumpster at the conclusion of each shift.
  - iii. Pantry and surrounding area must be kept free of clutter and cleaned regularly including sweeping and mopping.
  - iv. Other duties as assigned by the Center Director or On-Site Supervisor.

To be maintained in the employee's file and updated annually, or as needed.