

Job Description  
Cook

Description:

The cook will be responsible for the general supervision of the nutrition program (Child and Adult Food Program regulations) and all related food programs for the center, and for maintaining the kitchen in a hygienic, safe, and presentable condition. The cook will be expected to assist with breaks and in classrooms as needed. All work will be done under the supervision of the Director.

Accountability: Cook reports to the Director

Qualifications:

The person selected for this position must be an experienced cook, possess a knowledge of basic principles of good nutrition, have demonstrated ability to prepare and serve balanced meals and snacks. This person should have good personal cleanliness habits and should be sincerely interested in work with the young child.

Responsibilities:

- Promotes the center's philosophy
- Planning, making necessary purchases (delivery or picking up) for, preparing, and serving two meals (breakfast/lunch) and one snack per day. Put supplies away for proper storage.
- Assisting in simple housekeeping task in relation to the food service and the Health Department's regulations by cleaning and sanitizing cooking surfaces, floors, sinks, cupboards, refrigerators, freezers, and classroom dishes.
- Maintains a safe environment, works to reduce and prevent accidents and illnesses
- Performing simple laundry tasks
- Respects the confidentiality of matters pertaining to children, parents, and staff
- Completes other duties as assigned

I, \_\_\_\_\_ understand the job requirements and will full fill them to the best of my abilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_