

# Cook

## ***Job Summary***

The cook plans and prepares all meals and snacks for the children and staff as outlined in the programs menus. Accurately follows cycle menus in accordance with programs budget and state and federal nutritional requirements for children. Keeps an accurate inventory of food and supplies; orders inventory as needed. Maintains positive, supportive relationships with staff, children, parents, and regulatory officials. At every location our Cook will always be available for other job duties including supervising a class and transporting children.

## ***Primary Duties and Responsibilities***

Prepares and serves lunch, morning snack and afternoon snack on a daily basis; amounts are based on number of children and staff present, with allowance for second helpings for children as needed.

Prepares nutritionally sound substitutes or alternative foods for children, as needed.

Posts and follows approved menus; post any/all menu revisions.

Posts all food allergies in kitchen with child's current picture, name, and detailed description of allergy.

Ensures all classroom staff is aware of each child's specific food allergies.

Keeps kitchen floor, counters, shelves, appliances and all work areas clean and free from hazards.

Cook maintains and stores food at appropriate temperatures. Ensures safe use of cooking and serving utensils and kitchen equipment.

Serves all food at appropriate temperature and in appropriate containers with appropriate serving utensils.

Places food orders in accordance with program budget and keeps accurate food and kitchen supply inventory records.

Keeps accurate meal and snack count records, as required. Maintains all meal and menu records for appropriate period of time.

Works with classroom staff to retrieve all kitchen items and food in a timely manner.

Follows all local regulatory agency requirements for health, safety, and hygiene procedures, including hand washing and food preparation.

Washes and sanitizes dishes and cookware, using sanitizing methods determined by the program and local regulatory agencies.

## ***Reporting Relationships***

The cook reports to the Director. The cook may also take direction and instruction from the assistant director.

## ***Qualifications***

The cook must meet state and local licensing requirements as well as other requirements of state and local regulatory agencies. Obtains appropriate food handlers license.

The cook has the ability to stand 95% of the work day. Must be able to repeatedly bend and stoop in order to clean, store and retrieve kitchen items. Must be able to repeatedly lift large cans and bulky packages of food.