



## Cook

### **Job Summary:**

Works cooperatively with the childcare teams to provide nutritional services to the children and staff at OSLELC.

### **Job Duties:**

- Creating menus that meet regulatory requirements, complete and save all regulatory paperwork.
- Post current menus
- Prepare nutritious meals and snacks following safe food preparation guidelines, CACFP and MDH.
- Provide substitute meals to meet the needs of children with special dietary requirements
- Follow the menu for childcare breakfast, lunch, snacks
- Prepare food in a timely manner that meets the daily food service schedule and ensure each item is using correct portion sizes.
- Maintains cleanliness of the kitchen and food storage areas
- Maintain food inventories, weekly ordering from vendor and/or local grocer.
- Monitor safe food storage temperatures for the refrigerator and freezer
- Implement health, safety and high sanitation procedures throughout the day
- All other duties as assigned
- Follow all Federal Food Program policies (CACFP)
- Knowledge and understanding of CACFP

### **Physical/Mental Requirements:**

- Strong organizational and communication skills.
- While performing this job, the employee is regularly required to be able to stand on feet for longer periods of time and lift items weighing 50 pounds.

### **Required Knowledge, Skill, and Abilities:**

- Must possess personal attitudes needed to develop trusting relationships with children and adults.
  - Professional in appearance, attitude, and ability
  - Respect confidentiality of each child and family
  - Treat each child with dignity and respect.
  - Clear and professional communication.

- Organization and time management skills
- Respect for children’s feelings, abilities, and differences.
- Ability to move and react quickly and to handle emergencies effectively.
- Ability to abide by all the rules and regulations applicable to workers of the center.
- Ability to accept changes in schedule, environments, etc.
- Knowledge of safety issues, illnesses, and basic first aid.
- Implement the center’s philosophy.
- Maintain a Christian atmosphere in the childcare center and devote a portion of each day to the teaching of the word of God in a developmentally appropriate manner.
- Maintain positive relationships among staff, children, parents, and community.
- Ensure the health and safety policies are followed
- Work with a team to ensure nutritional guidelines are followed and prepared.
- Accepts responsibility of maintenance and ensuring the environment is clean, organized, and welcoming.
- Attending staff meetings.
- Follow all policies and procedures as listed in the staff handbook and policy and procedure manual for health and safety.

**Educational Requirements:**

- High School Diploma or equivalent is required.
- Background check from DHS
- Current Food handler’s Certification
- Complete staff evaluation with the director annually
- Complete First Aid/CPR training every two years
- Must attend training classes to broaden professionalism, education, and skills involving childcare and development as required by Federal and State regulations and Administration.

X

Employee Name (please print)

X

Employee Signature

Date

X

Director Signature