

JOB DESCRIPTION AND RESPONSIBILITIES/ COOK/ KITCHEN PERSONNEL

Title: Cook/Kitchen personnel

Hours: 6:45 a.m. to 2:45 p.m.

Qualifications: The cook will have a minimum of one-year experience as an institutional cook and receive the minimum training requirements established by the Department of Human Services (DHS).

Responsibilities:

- Open the building at 6:40 a.m. Monday thru Friday, arriving on time daily.
- Follow guidelines established by Department of Human Services (DHS)
- Prepare a nutritious breakfast, lunch and snack each day
- Plan menus, keep records of menus, recipes, and quantities required
- Keep posted records of each child's allergies and consider them in meal planning
- Request appropriate quantities of food for the center, obtain approval from Director before ordering supplies from vendors and/or making purchases
- Perform weekly shopping for center
- Wash and sterilize all dishes and utensils according to proper sanitation procedures
- Keep kitchen area, appliances, and surfaces clean and disinfected
- Administer medication and keep records of all paperwork required for medication
- Attend monthly personnel meeting and family functions sponsored by the center
- Notify the Director or person in charge of any upcoming vacations or needs for time off

Pay schedule: Cook will be paid and hourly wage based on experience, determined by the Director when hired.