

CHILD SERVICES TEAM

JOB TITLE: Cook – Floyd Center

Working Hours: Monday - Friday

Salary Range:

GENERAL DUTIES:

Under the supervision of the Head Cook, the Cook will be responsible for the preparation of meals and snacks, kitchen maintenance, food storage and assisting with menu planning.

SPECIFIC DUTIES:

1. Prepare food according to menus, state and local codes, center schedules and number of children and adults to be served.
2. Make menu substitutions when needed.
3. Prepare meals on time.
4. Provide food for children with special needs as directed by the Nutrition Specialist.
5. Prepares attractive and tasty food quantities in a form that is easy for children to manage.
6. Prepare menus when specified.
7. Maintain confidentiality.
8. Check menu daily to ensure food, milk and supplies are available for next day's operation.
9. Maintain safety procedures in the kitchen.
10. Maintain cleanliness and sanitation in the food service area.
11. Adhere to program requirements related to food service dress code and personal hygiene.
12. Wash dishes, pots, pans, and utensils and check hood filters for cleanliness.
13. Clean storage areas kitchen equipment/refrigerator, freezers and stoves, ovens, dishwashers, sink, and window sills.
14. Adhere to Health Department policy of stacking glasses.
15. Sweep and mop floors.

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16. Store clean kitchen utensils according to guidelines.
17. Discard unused foods properly.
18. Hold daily kitchen inspection.
19. Cover food before serving to units.
20. Maintain proper storage of foods, nutrition supplies and equipment.
21. Receive and store food supplies.
22. Receive and check deliveries by invoice.
23. Signs for all deliveries received.
24. Recruit volunteers and in-kind contributions.
25. Recruit age eligible children for the Head Start Program.
26. Perform other duties as assigned

SUPERVISORY CONTROL

The Cook is responsible to the Head Cook who is responsible to the Center Director.

The Head Cook is responsible for evaluation on an annual basis.

OTHER SIGNIFICANT FACTS

1. The ability to work under supervision.
2. The ability to run an effective food service operation.
3. The ability to prepare attractive and tasteful meals in large quantities.
4. The ability to work with other staff in food service operation.
5. Must have valid driver's license.
6. Must have a means of transportation.

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7. Must have a current health card and annual physical.
8. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.
9. Must be able to lift at least 50 pounds or more.
10. Must be able to travel out of town and at night.
11. Ability to communicate effectively orally and in writing.
12. Must be able to obtain a food handler's permit.

DESIRABLE QUALIFICATIONS:

1. Must have a high school diploma, and two (2) years experience in quantity cooking in an institutionalized operation, inventory and cost control procedures.
2. Must have two years supervisory experience.