

JOB DESCRIPTION

Title: Academy Cook	Reports to: Director of the Academy
Department: Academy for Children	Date: February 2019

Job Summary: The Academy Cook is responsible for preparing meals and snacks in accordance with standards established by the Kansas Department of Health and the federal Child Care Food Program, maintaining kitchen inventory and assuring a smooth operation of the meals served to staff, children and families.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Responsible for planning, preparing and delivering a variety of meals and snacks that meet the licensing, Head Start and CACFP standards/requirements.
2	Is knowledgeable of all food allergies and restrictions and makes appropriate substitutions to ensure the safety and well-being of all students.
3	Prepares and updates monthly menus for all meals and snacks
4	Serves nutritious and quality meals and snacks, exposing students to a variety of healthy and fresh foods
5	Prepares weekly grocery and food vendor shopping lists needed to provide meals and snacks in accordance with the standards and requirements.
6	Knowledgeable and ensure compliance with all CACFP regulations and guidelines. Tracks and documents quantities served for all meals and snacks.
7	Responsible for submitting weekly health and safety checklist and the monthly CACFP time and task form.
8	Performs daily cleaning and sanitation procedures in accordance with state and federal sanitation laws/regulations for food service operations, includes the maintenance and cleaning of the pantry.
9	Responsible for daily washing of water bottles and refilling spray bottles for each classroom.
10	Participates in the planning of kitchen safety procedures and ensures implementation and compliance.
11	Assists with the planning for holiday and special events throughout the year that require food service.
12	Assists with the Academy and individual classroom cooking projects
13	Practices established personal hygiene procedures
14	Participates in regular training and staff meetings.
15	Supervises kitchen volunteers.
16	All other duties as assigned

KEY COMPETENCIES

- Strong Verbal and written Communication Skills

- Ability to work with diverse, religious, racial, socio-economic, and ethnic communities
- Strong Interpersonal Skills
- Problem Solving Skills
- Ethical Conduct
- Knowledgeable about KDHE childcare licensing regulations and CACFP requirements
- Proficient in Technology

POSITION REQUIREMENTS

Preferred Education and/or Experience

- Minimum of High School diploma or GED, post-secondary experience preferred in culinary arts or closely related field.
- Minimum of 3 years kitchen experience in similar field
- Ability to lift and carry up to 50 pounds.
- Ability to complete all KDHE requirements for staffing prior to employment
- CPR and First Aid Certification eligible and completion within 30 days of employment.
- Bilingual in English/Spanish preferred but not required
- Preferred experience working in Head Start, NAEYC or KDHE licensed preschool setting

ADDITIONAL REQUIREMENTS

- Attitudes, knowledge and skills to deliver culturally competent services.

El Centro, Inc. is an Equal Opportunity Employer

www.elcentroinc.com



Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____