



Cook

Requirement

1. This position requires a reliable means of transportation to be available for purchasing groceries and supplies as needed each week.
2. Must be physically able to stand all day and lift up to 40 pounds on a regular basis to perform job duties.

Educational Qualifications

1. Must have or be able to obtain a Wisconsin Food Service managers license
2. Obtain a minimum of 4 hours of food service training each year
3. Attend staff meetings

Interpersonal Skills

1. Emotionally mature to stay calm and handle stressful situations in a professional manner.
2. Capable of making adjustments to the daily routine to accommodate the occasionally altered classroom or delivery schedules
3. Ability to communicate in a professional manner with sales representatives and other staff.
4. Have a sense of humor in dealing with children, other staff and meal service problems

Organizational Skill

1. Must be able to manage time and meet meal deadlines and follow through with clean up
2. Must be able to keep the kitchen equipment, storage and supplies organized and labeled.
3. Conserve and recycle supplies
4. Keep closets and storage areas clean and organized
5. Complete USDA productions records on a daily basis
6. Keep an accurate list of food and supplies to be ordered weekly
7. Monitor deliveries of food and milk
8. Prepare meal service tubs with the utensils necessary for the meals in the classroom, prior to the meal time.
9. Ability to shop and compare prices with suppliers and local stores

Team work

1. Work cooperatively with classroom staff to meet children's nutritional needs
2. Must be able to follow and give directions.
3. Assist classrooms occasionally when necessary

Health & Safety

1. Keep storage areas and floors clean and sanitary
2. Keep equipment (refrigerators, ovens, drawers) sanitized
3. Keep self and clothing clean.
4. Wear protective hats and gloves while preparing and serving foods
5. Use proper sanitation procedures when washing dishes and tables
6. Keep accurate information about children with allergies and prepare or eliminate foods that are sources of problems.
7. Properly store and label leftovers
8. Collect, wash and sanitize meal service dishes for Breakfast, Lunch and Snack.

USDA

1. Know USDA rules and regulations regarding the childcare food program
2. Develop Menus that meet licensing and USDA guidelines
3. Prepare foods that meet the USDA nutrition guidelines
4. Assure that each classroom has the required meal components
5. Provide dishes and utensils for Family style meal service for children under 5 years
6. Accurately complete production records each day and turn them into the office weekly
7. Make any adjustments to the menu in each classroom before they happen.

I understand that the duties listed are a representation of the overall job responsibility. Food service staff are also expected to help others meet the needs of the children when occasional issues arise.

Name

Date