

COMMUNITY ACTION PARTNERSHIP FOR SOMERSET COUNTY

NAME:
JOB TITLE: Cook
DEPARTMENT: Early Childhood Education

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE:

This position is responsible to plan, prepare and serve healthy nutritious meals while following all sanitation standards and in accordance with policies and procedures established by through the Federal Performance Standards and PA CACFP.

ESSENTIAL FUNCTIONS:

1. Maintain sanitary conditions in the kitchen/meal area.

PERFORMANCE MEASURES:

- Clean and sanitize kitchen and prep area after each meal and daily.
- Wash dishes following the required methods
- Clean refrigerator out weekly disposing of any out dated food.
- Maintain required temperature

2. Plan and review menus with Health Manager.

PERFORMANCE MEASURES:

- Ensure all components are provided for in each meal as required.
- Substitute components appropriately as necessary.

3. Prepare and serve meals family style

PERFORMANCE MEASURES:

- Ensure meals are ready to serve at designated meal times.
- Ensure children assist daily with setting tables.
- Ensure meals are placed in appropriate bowls/plates with serving utensils so children can serve themselves; Family Style

4. Assist staff to provide nutritional experiences for parents and children.

PERFORMANCE MEASURES:

- Work with classroom staff to provide experiences that relate to current themes
- Ensure children participate in as much of the process as possible while ensuring their safety.

5. Maintain appropriate amounts of food on hand in order to prepare meals according to menus.

PERFORMANCE MEASURES:

- Order supplies as needed, bulk foods, allowable paper products, cleaning supplies.
- Grocery shop for food that cannot be ordered or stored for long periods of time.
- Maintain an accurate inventory of supplies to ensure as little waste as possible.

6. Perform meal counts and other required paperwork.

PERFORMANCE MEASURES:

- Point of service meal counts done prior to every meal.
- Inventory checks done on a weekly basis prior to ordering additional food or supplies.
- Submit all paperwork to office within assigned deadlines.

OTHER DUTIES OF JOB

1. Perform other related duties as required.
2. Attend and participate in required meetings and trainings.
3. Maintain professionalism.
4. Assist staff when necessary to maintain child/staff ratio and monitoring safety of the children.
5. Must be able to lift 25 pounds.
6. Must pass initial and periodic physical exam.
7. Must maintain confidentiality of children, families and staff.

SUPERVISION RECEIVED:

Supervision is received from the Health Nutrition Manager.

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QUALIFICATIONS

EDUCATION

- High School Diploma or GED
- Food Prep Training preferred

EXPERIENCE AND/OR TRAINING

- Possess basic knowledge of sanitation regulations
- Ability to read, follow and adjust recipes
- Proper food preparation regulations

LICENSES OR CERTIFICATIONS

- FBI, Criminal and Child Abuse Clearances and Child Abuse Training
 - CPR Certification
 - First Aid Certification
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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of HR Representative

Date