

Cook
Job Description

Supervisor:	Nutrition Specialist	Classification:	Non-Exempt
Wage Range:	\$16.84 - \$18.02	Work Hours:	6:00am – 2:00pm 8:00am – 4:00pm

Qualifications: Must have High School Diploma or GED. Experience in sanitation, and large quantity food preparation is preferred. Have the ability to walk, bend, stoop, lift up to 50 lbs. and stand for the duration of the workday.

Program Requirements:

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Must possess a valid driver's license and be insurable.
5. Have good verbal and written communication skills as well as computer skills.
6. Have the ability to work independently or in a team environment.
7. Must be able to advocate for low-income families and those with special needs within the community.
8. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance Standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings.
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

Primary Responsibilities:

1. Responsible for preparing attractive, palatable, nutritious meals according to approved menus.
2. Responsible for the punctual serving of meals according to schedule.
3. Provide input into menu planning and makes appropriate substitutions as necessary.
4. Assist in ordering, monitoring, and maintaining inventory of food items purchased for meal services.
5. Maintain sanitary work settings including daily and weekly clean-up of kitchen area.
6. Set up, tear down, and cleaning of carts used for meals according to procedure and schedule.
7. Assist with washing dishes.
8. Responsible for kitchen laundry as needed.
9. Buy groceries as needed.
10. Monitor appliances and report any needed maintenance to Nutrition Specialist.
11. Assist education staff with preparation of nutrition education activities (i.e. purchasing supplies and foods).
12. Assist the Nutrition Specialist in maintaining the daily records in compliance with the Child and Adult Food Care Program. (i.e. production records).
13. Complete ServSafe Handler certification within 6 months.
14. Follow all health and safety requirements (i.e. CAFCP, OSHA)
15. Must be able to take over duties of absent co-workers.
16. Follow and adhere to all meal change plans for children with written plans allergies, intolerances, and special requests.
17. Other duties as assigned.