

Center Cook

Reports To: Center Director, Administrator



Job Summary:

The Center Cook is Responsible for providing healthy, nutritious appropriate meals and snacks for the children in our care. These meals and snacks should adhere to those standards set by the CACFP meal requirements as set forth by the state.

Responsibilities:

- Plan and prepare the menus which will be turned into the office for distribution weekly.
- Prepare and distribute nutritious meals for the children based on CACFP requirements.
- Monitor stock of groceries and paper products, and generate product order lists.
- Check in any supplies or orders and put away in an orderly fashion.
- Complete necessary paperwork required by the State.
- Keep kitchen and storage areas in neat and orderly manner.
- Implement any policies or procedures required by state licensing rules pertaining to food preparation and storage throughout the center.
- Attend staff meetings.
- Obtain continuing education as specified by state licensing rules.
- Attend special functions of the center to promote communications and partnerships between staff, families, and the outside community.
- Assist in cleaning of common areas of the Center.
- Other duties as assigned by the Center Director or Administrator.

Qualifications:

- Be at least 18 years old
- Passion for working with children