



JOB DESCRIPTION: COOK

QUALIFICATIONS

- A Cook must be 18 years of age or older
- Dept. of Justice fingerprint clearance
- Must have current physical, clear TB test
- Possess current CPR & First Aid training
- Possess current Safe Serve Certification
- Be familiar with regulations regarding food service for program
- Physical: Employees will be required daily to sit, walk, speak, hear and see (vision abilities include close and colour vision. Employees are frequently required to use hand/finger dexterity, handle, feel, and reach with hands and arms and must be able to reach all files in the office for 25% of the day. Employees are regularly required to lift to 10 lbs. - 35 lbs. Employees are regularly required to stand, walk, and drive to all sites and meeting locations.
- Maintain standards of sanitation, health, safety, and nutrition
- Evidence of emotional maturity and stability to work independently
- Ability to relate well with children
- Evidence of sufficient judgement to handle crisis situations

FOOD PROCUREMENT

- Organize, rotate foods, clean and maintain kitchen and appliances (oven, refrigerator- inside and out, sink counters and cabinets- inside and out, microwave inside and out)
- Inventory current supplies, complete shopping list for new month

FOOD PERPETRATION

- Prepare food daily as per menu or in case of menu change, post daily menu served
- Prepare food for special functions, picnics, parties, and other functions as needed

SERVING

- Prepare toddler and Preschool Lunch trays
- Set up trays with all serving and eating supplies needed and help with serving/clean up
- Serve food at designated time

CLEAN UP

- Wash dishes and utensils immediately
- Properly handle and store leftover food
- Clean tables, benches, chairs and floor areas daily after lunch
- Weekly (Fridays) – clean and organize refrigerators and freezers
- Maintain all appliances in clean and working condition, sweep and mop kitchen as necessary
- Wash dishes, utensils and kitchen according to standards of sanitation

Ability to perform stated duties daily or as scheduled –Report to work daily

Wages _____ p/hr _____ O/T
 _____ mtg rate Signature _____ Date _____

(Rev. 10/2020)

Daily Cook Schedule

10:00

Begin breakfast clean-up. Defrost anything necessary for lunch preparation. Clean up should be complete by 10:15-10:30.

10:30

Get headcount from teachers, and begin cooking lunches for both toddlers and preschool. Prepare trays for lunch as the meal is cooking.

11:30

Toddlers lunch must be ready at this time. Begin set up for preschool trays.

Cook helps with table setting, children serving themselves family style, cleaning up their spills, and lastly, cleaning tables and floors after lunch is finished.

12:00

Preschool lunch must be ready at this time for the rest of schedule (afternoon) to flow as planned.

Cook helps with table setting, children serving themselves family style, cleaning up their spills, and lastly, cleaning tables and floors after lunch is finished

12:15

While children are eating, upload dishwasher from morning load. Begin lunchtime clean up. When preschool children are finished eating, bring in dishes from classroom. Wipe down all lunch tables, benches and sweep under tables. Begin dishes. Wipe down and disinfect all counters and sweep floor as necessary.

12:30

Finish remaining cleanup of pots, pans, appliances, counters, etc. Then continue cleanup of Preschool area and dishes.

1:00

When contents of pantry are low, make sure to check storage area to move stock forward to pantry. Before leaving each day take out any foods that need to be defrosted for the following day's menu. **Start Dishwasher!**

Each Friday:

Clean out refrigerator completely on Friday's show lead preschool teacher leftovers for Smorgy-snack (throw away any old food, bleach down the shelves and generally organize refrigerator contents). Add to shopping list items as necessary. Make sure that cupboards are orderly and tidy.

