



COOK/KITCHEN STAFF

Scope of Position: To prepare nutritious meals that meet USDA requirements and promote healthy eating behaviors to children from infants up through age 12.

Position Requirements

- Must be able to pass a background check (Employer expense after hire)
- Must be able to lift 30 pounds
- Active Adult/Child CPR and First Aid certification (Enrollment at Employer expense after hire)
- Health assessment on KDHE form AND negative TB screen (Employer expense after hire)
- Consistent in attendance and job duties. Reliable and dependable
- Must have a current food handler's license (Online courses at Employer expense after hire)
- Knowledge of health and sanitation requirements; be prepared for unexpected inspections from CACFP and KDHE

Preferences (will train the right candidate)

- Experience with meal preparation following pre constructed menus in accordance with the guidelines required by the Child and Adult Care Food Program (CACFP).

Hours

- ECLC operates Monday through Friday 6:30am-5:30pm. Cook/Kitchen Staff position hours offer flexibility in hours but requires daily 7:15am-1pm daily. These hours can be shortened/adjusted after the successful completion of training and onboarding.

Responsibilities

- Follows CACFP guidelines to cook breakfast, lunch and one snack daily for about 70-90 children.
- Complete daily meal report, recorded with each meal.
- Prepares/edits menu monthly (on a 4-week rotation)
- Completes annual CACFP training. (Online courses at Employer expense after hire)
- Uses the Food Buying Guide for Child Nutrition Programs provided by the USDA when creating new recipes to ensure that the proper component(s) is provided.
- Maintains a sanitary kitchen.
- Construct and call-in weekly milk orders while sticking to a budget.
- Complete inventory usage per day, turning in the weekly usage sheet at the end of the week.
- Maintains up to date records of food allergies and prevents contamination.
- Work independently in an efficient manner.
- Communicate with teachers about children's dietary requirements.
- Cut food to age-appropriate sizes in the kitchen before serving out to classrooms.
- Follow daily cleaning and sanitizing sheet posted in the kitchen to ensure a clean and safe environment.
- Date all food items when received and opened.
- Maintain confidentiality of each child, family, and staff member as well as confidentiality of the center
- Inspect, remove, and report any lost or damaged items directly to Assistant Director
- Meet all KDHE regulations as well as ECLC policies and procedures.
- Report any suspected abuse to ECLC administration and/or DCF, as you are a mandated reporter.
- Report to ECLC administration if regulations are not being followed by staff.
- Communicate to Assistant Director when kitchen supplies are low or unavailable at minimum one week prior to running out.
- Present during monthly truck deliveries to accept, inventory, and restock cabinets.
- Be flexible to give bathroom breaks or staff breaks when asked by administration.
- Complete any other duties that may be assigned by Assistant Director or Executive Director

Starting Wage: \$10.50/hour