



JOB DESCRIPTION - COOK

QUALIFICATIONS

Must be at least eighteen years of age, and meet the requirements of the licensing agency. Must be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to, the following

- Prepare all food in a timely manner so that children are served according to schedule.
- Serve all meals throughout each day to include breakfast, lunch, and a snack daily.
- Collect all mealtime and snack time items from the classrooms after each meal/snack is finished, and clean/sanitize all food serving items.
- Clean kitchen after each use to include stove top, oven, countertops, refrigerator, microwave, toaster, floors, etc.
- Ensure that refrigerator temperatures are appropriate and notify the Owner of any problems.
- Ensure that all food is properly labeled and that expired food is discarded.
- Ensure that menus and supplies are adequately planned so that adherence to menus occurs.
- Ensure that gloves are worn at all times during food preparation and serving.
- Ensure that menus once approved are adhered to each day.
- Preparing shopping lists and shopping for the center.
- Ensure that teacher and child birthdays are planned for and birthday items (cupcakes, cake, etc.) are purchased in advance.
- During down time, utilize this time to assist in cleaning the center rooms and facilities.
- Maintain a professional attitude at all times.

Employee Signature _____ Date _____