** Cook**

**Requirement**

1. This position requires a reliable means of transportation to be available for purchasing groceries and supplies as needed each week
2. Must be physically able to stand all day and lift up to 40 pounds on a regular basis to perform job duties

**Educational Qualifications**

1. Must have or be able to obtain a Wisconsin Food Service managers license
2. Must complete, maintain and pass all licensing requirements
3. Must complete required continuing education hours each year as defined in DCF 251. Training generally occurs in the evenings and/or weekends
4. Obtain a minimum of 4 hours of food service training each year
5. Obtain a Registry certificate meeting licensing requirements for the position; updating and renewing annually

**Interpersonal Skills**

1. This person needs to be emotionally mature to stay calm and handle stressful situations in a professional manner
2. Capable of providing a nurturing, safe and loving environment for children and families
3. Capable and willing to maintain a nurturing, cooperative, mentoring relationship with other staff
4. Capable of making adjustments to the daily routine to accommodate the occasionally altered classroom or delivery schedules
5. Ability to communicate in a professional manner with sales representatives and other staff
6. Have a sense of humor in dealing with children, other staff and meal service operations

**Organizational Skill**

1. Must be able to manage time, meet meal deadlines and follow through with clean up
2. Must be able to keep the kitchen equipment, storage and supplies organized and labeled
3. Conserve and recycle supplies
4. Keep closets and storage areas clean and organized
5. Keep an accurate list of food and supplies to plan ahead and order weekly
6. Monitor deliveries of food and milk
7. Prepare meal service tubs with the utensils necessary for the meals in the classroom, prior to the meal time.
8. Ability to shop and compare prices with suppliers and local stores
9. Plan ahead for supply and inventory ordering

**Team work**

1. Supervise and guide other staff working with you, both giving and following through with directions
2. Work cooperatively with classroom staff and parents to meet children’s nutritional needs
3. Use professional conversation with other staff, parents and children
4. Ask for help or clarification to prevent making mistakes
5. Bring problems or concerns to the attention of Program Director or Center Director in a timely manner, providing written documentation
6. Comply with handbook policies and procedures
7. Attend and contribute to monthly staff meetings and building meetings as scheduled
8. Assist classrooms occasionally when necessary

**Health & Safety**

1. Enforce safety and health policies
2. Keep storage areas and floors clean and sanitary
3. Keep equipment clean and sanitized; refrigerators, ovens, cabinets, drawers
4. Keep self and clothing clean
5. Wear protective hairnet/hat and gloves while preparing and serving foods
6. Use proper sanitation procedures when washing dishes, tables and chairs
7. Keep accurate information about children with allergies; preparing or eliminating foods that are sources of problems
8. Properly store and label leftovers, disposing after allotted time frame
9. Collect, wash and sanitize meal service dishes after each meal and snack
10. Maintain a hazard free environment, inside and out
11. Report child abuse to proper authorities
12. Assure the daily cleaning schedule is completed daily

**USDA**

1. Know USDA rules and regulations regarding the childcare food program and follow through with properly
2. Develop menus that meet licensing and USDA guidelines
3. Prepare foods that meet USDA nutrition guidelines
4. Complete accurate USDA productions records on a daily basis, turning into office weekly
5. Assure that each classroom has the required meal components for all meals and snacks
6. Provide dishes and utensils allowing for family style meal service for children within the classrooms
7. Make needed adjustments to the menu in each classroom before they happen

All staff are responsible to assist with anything that is necessary to keep the program running smoothly and efficiently to meet licensing requirements. Including but not limited to outside clean up, floors and carpet maintenance during times of illness, and assisting with fund raising events.

**I understand the job description and agree to perform the job duties and responsibilities of the *Cook*.**

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Staff name Date

A copy of this signed job description will be returned to you for your orientation packet.