

Position Title: Cook

Reports to: Executive Director and Assistant Director in his/her absence

Fair Labor Standards Class: Non-exempt

Education and Other Requirements:

1. High School Diploma or GED
2. Food Service and Sanitation Certification
3. Must have a valid Illinois Driver's License.
4. Experience cooking for various quantities is preferred.

Skills: Moderate reading and writing skills; proficient interpersonal relations and communicative skills; ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures and strong work ethic.

Essential Functions:

- Maintain quality sanitation standards in the kitchen and lunch room
- Setting up lunchroom for table service
- Preparing breakfast, lunch and snack according to the monthly menu and served for age appropriate portions and foods
- Ensure proper labeling of containers of prepared and leftover food according to Department of Public Health and Department of Children and Family Services standards
- Follow CACFP and Public Health requirements and specifications for preparing and serving food
- Maintain daily records of meals prepared, quantities of food used and numbers of children/adults eating
- Responsible for food and supplies inventory and other record keeping
- Maintain appropriate dietary needs of children and maintain records in the kitchen
- Interact with staff, children and parents treating each with dignity and respect
- Oversee portable sink sanitation, fill water supply tank and empty gray water tank

Marginal Duties:

- Conduct weekly shopping trips as needed
- Maintain record of receipts of purchases and submit list to Executive Director at the end of each month

- Review monthly and weekly menus as provided with administration and suggest changes/additions
- Prepare food order from the monthly menus (including special diet menus)
- Attend and participate in monthly staff meetings
- Attend required trainings for the Department of Public Health and the Department of Children and Family Services Licensing Standards
- Other duties as assigned

Equipment used in the position:

- Kitchen equipment, i.e., oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives
- Timer
- Telephone

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Name

Date

(Management reserves the right to change, or add to this job description at any time)