

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: COOK OUTLYING AREA

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EDUACTION AND FAMILY SERVICES SUPERVISOR

ISSUE DATE: 8/15

GENERAL POSITION SUMMARY:

The Outlying Area Cook is responsible for food and supply purchase, preparation and service at their assigned center. All meals will meet the Child Nutrition Program standards and all sanitation requirements. The Cook will assign and direct all kitchen volunteers.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Develop and order weekly food and supplies.
- Prepare food from cycle menu using standardized recipes for the number served at the center.
- Any menu changes must comply with all applicable standards and be approved by the Nutrition Coordinator.
- Prepare, serve and clean up food following proper sanitation guidelines.
- Keep current inventory of food, paper and cleaning supplies in the center.
- Submit invoices/receipts as assigned.
- Orders, buys, stores, prepares and serves food for all meals in a safe and sanitary manner and is responsible for all clean up of equipment and kitchen.
- Complete accurate USDA production sheets daily for meals served at the site, and at the end of each month send these records to the Nutrition Coordinator at Lewiston.
- Handle other tasks given to cook within the job scope by the Education and Family Service Manager or Coordinator.
- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Attend training required as assigned.
- Follow acceptable personal hygiene practices.
- Change apron at least daily.
- Wear no-skid shoes with closed heels and toes.
- Complete all assignments.
- Maintain a clean, orderly, and safe work environment.
- Complete monthly kitchen safety walk, submit as assigned
- Complete other duties as assigned

SECONDARY FUNCTIONS:

- If time permits, assist in nutrition education of children
- Have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.

SECONDARY FUNCTIONS cont...:

- Be able to represent LCECP in a positive manner.
- Must be conscientious in looking for In-kind opportunities and recording In-kind services appropriately to the agency.

SUPERVISORY RESPONSIBILITIES:

- NONE

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard”.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Quantity food preparation in a safe and sanitary environment.
- Procurement/ordering and purchasing.
- Be able to read, understand and implement professional materials.
- Record-keeping of production sheets, market orders, etc.
- Working with teachers in children’s nutrition education and projects.

EDUCATION AND EXPERIENCE:

- Must be able to read, understand and implement professional materials.
- Must be able to read, write and speak English adequately to complete necessary records and communicate effectively.
- One year experience preferred.
- Knowledge of food service requirements and quantity food preparation.
- Knowledge of pre school nutrition requirements.

JOB CONDITIONS:

The person holding this position:

- Must pass an initial Health Screen.
- Be able to work in a hot kitchen.
- Be able to stand up for several hours while performing preparation and service duties
- Be able to lift 30 pounds on a frequent basis.
- Be able to lift weights up to 50 pounds in an emergency situation
- Undergo a background check for child abuse and neglect that meets required state and federal standards.
- Must possess a valid driver’s license and have an acceptable driving record. Have a safe, dependable vehicle available for possible business use. Provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must maintain a current Handler’s Permit and/or Food Manager’s Card.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting				x	
Standing					x
Walking			x		
Running	x				
Bending/Crouching				x	
Kneeling/Crawling				x	

Lifting weight

	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#					x
10-25#					x
25-50#				x	
50-75#		x			
75+#	x				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot					x
Humid					x
Cold				x	
Wet/Damp				x	
Machinery*				x	
Risk of burns/chemical exposure			x		
Outside elements (sun, rain, etc)	x				
Loud (above normal class level)		x			

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

Language Requirement

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence. Ability to speak to small groups informally.

Reasoning

- Ability to apply general guidelines to a wide variety of situations with several variables.

