



## COOK JOB DESCRIPTION

The St. John the Divine Early Learning Center is seeking to hire an experienced Cook to join our team. The Cook is responsible for the ordering, preparing, serving and documenting of meals and snacks. This includes following menus and all phases of kitchen operations including inventory control. The position contributes to the smooth operations and functioning of the kitchen in adherence to health and food safety codes and the strict cleanliness and sanitation of the kitchen, food service and storage areas. Meals and snacks will be served to students ages 6 weeks to 5 years old, and may vary depending on the Department of Children and Families (DCF) guidelines. The Cook must act in accordance with the mission and vision of the St. John the Divine Early Learning Center.

### Responsibilities:

- Prepares and serves food and assists in any food related activities, as directed, and menus as approved by registered dietitian/nutritionist including the preparation of food to meet the needs of children with special needs or disabilities
- Oversees maintenance of inventory for all necessary supplies, food and equipment used for food services operations
- Oversees the processing and storage of food and food related items as they are delivered
- Oversees full kitchen operations and may supervise additional staff or volunteer assistance (depending on size and scope of workload).
- Implements a cost effective food service program according to federal, state and local regulations that is a financially successful operation by helping to control food and labor costs
- Prepares and serves all meals as planned, paying attention to food presentation and freshness
- Ensures that standardized recipes are followed and appropriate quantities of food are prepared and served in accordance with the Child Care Food Program (CCFP) meal requirements
- Monitors the acceptance of menu items by children in the program and makes recommendation for menu changes accordingly
- Ensures that dishes are returned to the kitchen
- Supports staff and parents in preparing meals and snacks for meetings, planning sessions and other special events as requested and approved by the Director
- Ensures that dishes and equipment are cleaned daily, in accordance with regulatory requirements, and stored for the next meal by establishing a system for cleaning the kitchen and storage rooms
- Responsible for proper receiving, inventory, storage of food and clean up and sanitization of kitchen and equipment
- Notifies supervisor of any safety or health issues or concerns, and ensures safe work practices are followed to prevent injuries to children and self
- Ensures that all foods are prepared in a safe and sanitary manner
- Responsible for the purchasing and regular maintenance of food to ensure quality, cost control and adequate inventory
- Receives and accounts for food deliveries
- Documents in the menu book, following required USDA/CCFP documentation, food purchased, prepared and served
- Completes a weekly inventory of all food, both perishable and non-perishable; ensures that inventory is secure
- Completes an equipment and supply inventory on a regular basis
- Submits food invoices in an organized fashion and in a timely manner
- Maintains and submits records as required
- Participates in internal and external audits and performance improvement activities
- Responsible for ensuring kitchen has proper Food Permit as required by applicable local regulations
- Contributes to the collection and edit processes of correct documentation for the CCFP

- Complies with all rules, regulations, procedures and protocols of the ELC and the local, state or national regulatory agencies pertaining to the health, safety, emergency procedures and care of children
- Maintains overall professional personal appearance
- Other duties as required

**Knowledge, Skills and Abilities:**

- Knowledgeable of CCFP requirements regarding portions and components of each meal service
- Knowledge of food preparation and storage techniques
- Thorough knowledge of USDA/CCFP program requirements related to food and nutrition
- Knowledge of the local, state and federal regulations pertaining to sanitation and food service
- Knowledge of regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination
- Some knowledge of basic supervision; ability to organize and direct all kitchen activities
- Ability to prepare healthy and attractive meals and snacks and to maintain the kitchen, storage and food service areas in a safe and healthy condition
- Ability to take direction and prepare meals according to menus and guidance provided and in cooperation with registered dietitian/nutritionist who approves menus
- Ability to be flexible in food preparation and other food related activities
- Ability to work sensitively with staff, children and parents
- Ability to organize time efficiently and accept responsibility with limited supervision
- Ability to maintain confidentiality about any information regarding families and staff
- Strong written/verbal communication, collaboration, and interpersonal skills
- Ability to organize, coordinate, and direct a variety of activities
- Possess good judgment and decision-making skills
- Ability to think quickly and clearly, and remain calm during stressful times
- Displays a high level of integrity, dependability and adaptability

**Physical and Environmental Requirements:**

- Acceptable eyesight and hearing, with or without correction
- Ability to speak, read, and write English
- Ability to lift up to 40 pounds
- Ability to deal with upset parents and students
- Ability to walk and to sit and stand for prolonged periods of time
- Ability to work a flexible schedule

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions*

**Education and Experience:**

- High School Diploma or GED required
- One year minimum experience in licensed early childcare facility or commercial kitchen preferred

**Licenses, Certifications and Registrations:**

- Knowledge and understanding of current Florida rules and regulations, per the Florida Department of Children and Families (DCF)
- Current S.E.R.V.E. Program Florida Food Handlers Card
- CPR and First Aid Certification or willingness to obtain and maintain, updated every two years
- Must successfully pass the required criminal background checks and screenings prior to employment

*St. John the Divine is an Equal Opportunity Employer and does not discriminate on the basis of age, race, religion, color, gender, national origin, marital status, sexual orientation, pregnancy, veteran status, physical disability, or any other characteristic protected by Federal, State, or local laws.*