



PROGRESSIVE UNION

— *Missionary* —

BAPTIST CHURCH

Progressive Union Missionary Baptist Church

JOB DESCRIPTION

Position: Child Care Cook

Summary: Under general supervision, plan, prepare, and document all meals for the Child Development Center children; and perform related work as required. The Cook oversees operations of the food program, including hygiene, meal planning and preparation, food distribution to rooms, record keeping and all kitchen operations; ensures adherence to Child Care Food Program guidelines and all public regulations regarding food storage and preparation.

Key Duties and Responsibilities

- Follow the daily menu provided by the Director, which incorporates USDA, DHR licensing, and health department regulations.
- Prepares nutritious meals and snacks for enrolled children; prepares substitute items for children on restricted diets.
- Distributes food to classrooms.
- Practices safe food handling techniques in food preparation and storage.
- Plans for and purchases all food necessary supplies needed to provide food service.
- Maintains verification of food and non-food purchases to meet Child Care Food Program.
- Keeps a daily record of menus.
- Develops weekly menus as needed.
- Maintains a safe and sanitary kitchen, pantry, and storage areas; washes items used for food preparation.
- Attends conferences and workshops as needed.
- Follow state and USDA food safety requirements

Employment Standards

Ability To: Work cooperatively with staff, students, and vendors and maintain accurate records.

Knowledge Of: Early Childhood nutrition; production cooking.

Minimum Qualifications

Required Certification: ServSafe Food Handler or Manager Certification

Education: Graduation from High School or G.E.D.

Experience:

First Aide/CPR certification. At least 1 year experience production cooking. Experience in Child Care Food Program requirements and documentation preferred.

Special Requirements:

Must be able to perform physical activities, such as but not limited to, lifting heavy items (up to 50lbs. unassisted), bending, standing, climbing and walking. Must pass fingerprint/background clearance test for all appropriate agencies (such as FBI, ABI and Child Abuse Neglect Services).