



Wild Plum Center For Young Children and Families Job Description

Position: Cook

FLSA Status: Non-Exempt

Hours Worked: Monday – Friday, 35 hours a week depending on facility, 38-52 weeks a year depending on facility

POSITION SUMMARY AND DEFINITION

Wild Plum Center Cooks duties include the preparation of daily nutritional meals, according to USDA standards, for children ages 0-5; is able to work independently, is self-motivated and reliable. Must be able to manage credit cards and ordering and shopping for food. The Cook ensures compliance with laws, rules, regulations, and performance standards of Head Start and USDA in applicable nutrition and health/safety content areas.

REPORTING RELATIONSHIPS

Supervision Received: Direct supervision provided by Kitchen Supervisor

Supervision Exercised: No supervision exercised

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Provide daily nutritional meals according to USDA standards
- Exercise leadership in the nutrition content area as needed
- Assist in planning the program's yearly menu
- Complete weekly food and supply orders in a timely manner
- Shop for program groceries and supplies as needed
- Utilize basic math skills to manage food service purchasing and budgeting
- Complete all USDA production records for reimbursement in an accurate and timely manner
- Maintain a clean and sanitary facility
- Provide food services for meetings as needed
- Attend workshops, in-service training and staff meetings

- Follow the program's chain of command in dealing with program problems and concerns

ADDITIONAL DUTIES

- Maintain confidentiality and standards of conduct according to policy
- Understand ethnic and economic backgrounds of families served
- Manage time efficiently and demonstrate strong organizational skills
- Safeguard the assets of the organization
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience: Any combination of education and experience accepted. Previous experience with quantity cooking and providing quality meals preferred. Must be familiar with child nutritional needs and have basic math skills.

Special Qualifications: Must have verbal, written and record-keeping skills. Must be flexible and organized and be willing to work as a member of a team. Must be able to read English and calculate recipe measurements. Proof of health examination, TB test and required background checks must be completed. Must have a valid driver's license and use of a reliable vehicle.

The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.