Cook

Job Code 00007067

General Description
Responsible for assisting in the implementation of the food service program for the Child Development Center through food preparation service and clean-up of the kitchen and dining room.

Examples of Duties
Weigh, wash, and cut up food.
Assist with meal set-up, serve meals, and clean up kitchen and dining room by sweeping and mopping floors.
Perform daily meal count of children and adults.
Launder smocks and aprons.
Wash dishes and eating utensils.
Make copies of menus and other items and distribute to Child Development Center staff.
Take temperature readings of refrigerators and freezers.
Check meal count sheets and fill in missing counts from teachers’ notes.
Clean kitchen shelves and chairs.
Prepare milk and juice for children.
Buy groceries as needed.
Order cleaning supplies.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: food preparation techniques; proper use of kitchen equipment.

Skill in: interacting effectively with co-workers, parents, and children.

Ability to: prepare food; read recipes, memos, special diet information, weight scales, policy books, and time sheets; complete meal count sheets and work orders; conduct meal planning.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Requires certification in first aid and CPR.