



TITLE	CLASSIFICATION	SALARY GRADE
COOK, CHILD CARE CENTER	CLASSIFIED	GRADE: H
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, plans, prepares and documents all meals for the Child Development Center children; and performs related work as required.

SCOPE:

The Cook oversees operation 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 health regulations regarding food storage and preparation.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Prepares nutritious meals and snacks for enrolled children; prepares substitute items for children on restricted diets.
2. Distributes food to the classrooms.
3. Practices safe food handling techniques in food preparation and storage.
4. Plans for and purchases all food and necessary supplies needed to provide food service.
5. Maintains verification of food and non-food purchases to meet CCFP (Child Care Food Program) requirements.
6. Keeps a daily meal production record following the requirements of the CCFP using the Simplified Food Buying Guide (SFBG) to calculate amounts.
7. Keeps a daily record of menus.
8. Obtains and retains manufacturers' specifications (or Child Nutrition Label) for any commercially prepared food items not listed in the SFBG.
9. In collaboration with the Program Supervisor and Site Supervisor, develops weekly menus to meet CCFP meal pattern requirements.
10. Maintains a safe and sanitary kitchen, pantry and storage areas; washes items used for food preparation.
11. Attends CCFP conferences and other workshops as needed.
12. Supervises student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work cooperatively with staff, students, vendors and funding agency monitors; maintain accurate written records; perform mathematical calculations accurately.

KNOWLEDGE OF:

Early childhood nutrition; production cooking; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school, or equivalent.

Experience:

Previous experience in production or commercial cooking. Previous experience directing the work of others, purchasing and maintaining inventories and experience with the Child Care Food Program requirements and documentation preferred.

LICENSE OR CERTIFICATE:

Valid California driver's license and insured automobile in good working order is required. ServSafe Certification is required.

SPECIAL REQUIREMENTS:

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