



Cook General Job Description

General Job Requirements and Expectations

- Maintain NAEYC's Ethical Code of Conduct
- Maintain confidentiality of children, families, staff, and center at all times
- Maintain professionalism with children, parents/families, staff and community at all times
- Participation in special events
- Attendance at monthly staff meetings
- Attendance at recommended or required training's workshops, ect.
- Maintain effective and respectful communication with children, families, and staff
- Respect policies and procedures of the center
- Organized
- Neat, clean, and appropriate appearance
- Prompt and regular attendance

Job Title: Cook	Supervisor: Executive Director/Assistant Director
Position Supervises: None	Position Status: Full-Time
Job Description: ➤ Prepare and serve meals for children and staff within the center and according to the menus provided by the center ➤ Maintain nutrition standards, serving sizes, and guidelines established by the Child and Adult Care Food Program, KCDC Administration, Department of Human Services, etc. ➤ Order, Inventory and Stock food and other necessary items on a timely basis, in conjunction with provided menus and in cooperation with staff ➤ Inventory will be conducted on a bi-weekly basis, (when orders arrive food is to be dated and stocked from back to front) ➤ Wash storage shelving at least 1x per week ➤ Completion of necessary paperwork in a prompt, timely, neat and organized manner ➤ Completion of necessary training as required by Administration, DHS, CACFP, Environmentalist, etc. ➤ Maintain and clean kitchen, cafeteria, and equipment on a daily basis (sweep, mop, sanitize all surfaces) ➤ Maintain a positive, cooperative, and professional attitude with all staff, children, families, etc. ➤ Other task and duties as assigned by a Supervisor	