

Chapel Hill Early Childhood Education

TITLE OF POSITION: COOK (CACFP)

This position is organized into major areas of responsibility with the duties detailed under each area. The Job Description is the basis for classification, pay, recruitment, selection, and performance appraisal. Chapel Hill Early Childhood Education will review the Job Description with the employee upon hiring. The Job Description may be revised if there are substantial changes in the duties or if the Agency determines there is a need for an update.

IMMEDIATE SUPERVISOR: Fiscal Officer

GENERAL SUMMARY

Under the general supervision of the Fiscal Officer, the Cook is responsible for preparing nutritious, tasty, appealing meals and snacks by methods that maintain high nutrient levels, are sanitary and that meet the requirements of the Child and Adult Care Food Program (CACFP) and Chapel Hill Early Childhood Education Nutrition Policies & Procedures. The Cook must maintain adequate records of food purchases, supplies, inventories, menus, including substitutions and allergies. This position involves extensive planning, organizing, problem solving, record keeping, and time management.

ESSENTIAL FUNCTIONS

1. Plans and prepares foods in accordance with the CACFP requirements and the Chapel Hill Early Childhood Education Nutrition Policies & Procedures, menus, and recipes.
2. Obtains approval for food purchases and supplies necessary to prepare the planned menus for the number of enrolled children.
3. Plans meals six (6) weeks in advance to minimize the need for food substitutions; when substitutions are necessary (with prior approval) purchases and serves food of equivalent nutritional value.
4. Modifies menus for children's field trips and special dietary needs; notates all modifications and substitutions on the menus and all other required documents.
5. Prepares all meals and snacks using methods that maintain the nutritional integrity and value of food.
6. Prepares meals and snacks that taste good and look appealing; also ensures there are ample amounts of food for children to have as many servings as they need.
7. Maintains established standards of sanitation, safety, food preparation and storage as set by the local and state health departments; maintains an orderly, sanitary, clean, and safe kitchen.
8. With guidance, modifies menus and recipes; prepares foods to meet the developmental needs of infants, toddlers, and pre-school aged children; in addition to the medical and feeding needs of children with disabilities or food allergies.

9. Maintains cost control, budget and inventory systems based on CAFCP procedures including records of food production, service, and attendance.
10. Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.
11. Assists teachers with developing food activities for the children in the classroom.
12. Cooperates with and participates in nutrition education activities for staff, parents, and children.
13. Participates in all emergency drills and environmental safety activities.
14. Attends and participates in Chapel Hill Early Childhood Education sponsored trainings, center pre-service and in-service trainings, and other continuing education, career, and professional development opportunities.
15. Participates in the Agency's self-assessment process and Agency monitoring visits and complies with any applicable Program Improvement Plans developed.
16. Participates in general staff meetings and other meetings and events planned by the Agency, as requested.
17. Performs other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. This document is not intended to be an exhaustive list of all duties that may be performed in such a position.

EDUCATIONAL REQUIREMENTS

ServeSafe Certification is required. Course work and training in foods, nutrition and/or dietetics is preferred. The Cook must possess a commitment to secure continuing education related to employment and maintaining required certification (s) with Chapel Hill Early Childhood Education is mandatory.

The ability to speak and read Spanish is a plus.

ADDITIONAL REQUIREMENTS

Must have reliable transportation; A valid driver's license; Vehicle insurance; Ability to work a flexible schedule; Ability to pass a health examination (physical), annual TB test, and criminal background check; Ability to learn and follow Chapel Hill Early Childhood Education procedures; Ability to work effectively with minimal daily supervision and guidance; Ability to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, and copier; Ability to use Microsoft Office Suite and Agency selected database for the collection of required data; and Ability to successfully work with culturally diverse staff and service population.

EXPERIENCE

Possess knowledge of the principles and practices and current state of child nutrition and of the eating habits of the children served in the program. Demonstrated skills in preparing these foods in a nutritious, good tasting and appealing manner. Experience in child food service preparation and management desirable. Knowledge of CAFCP requirements is preferred. Knowledge of the challenges of low-income families with food insecurities is desirable. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

E.E.O.C. STATEMENT

Chapel Hill Early Childhood Education (CHECE) is an equal opportunity employer. It is the policy of CHECE not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability, or any other basis protected by federal, state, or other applicable law.

