



## **JOB DESCRIPTION**

<b><u>TITLE:</u></b>	Cook
<b><u>DEPARTMENT:</u></b>	BumblebeesRus
<b><u>REPORTS TO:</u></b>	Center Director/Designee
<b><u>REVIEW DATE</u></b>	December 5, 2012
<b><u>APPROVED BY:</u></b>	Board of Directors

### ***General Purpose of the Job***

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The purpose is to prepare appropriate snacks and meals for all developing children attending the BumbleBeesRus program. Must have love for children, nutritional knowledge and an enjoyment of cooking.

### ***Scope***

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To oversee operation of the food program, including hygiene, meal planning and preparation, food distribution to rooms, supervision of student workers, record keeping and all kitchen operations. Ensure adherence to Child and Adult Care Food Program (CACFP) guidelines and all public health regulations regarding food storage and preparation.

### ***Essential Duties and Responsibilities***

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1. Prepare nutritious meals and snacks for enrolled children and prepare substitute items for children on restricted diets.
2. Plan and prepare a balanced menu taking into account dietary and cultural requirements of children that attend the program.
3. Ensure that food is hygienically stored and food storage areas are kept clean.
4. Plan daily menus in collaboration with Center Director and keep a daily record of menus.
5. Order stock in line with requirements, keeping accounts and budget control.

6. Maintain correct stock levels, ensuring stock rotation and clearly labeled stock to include expiry date.
7. Ensure that high standards of hygiene and safety are maintained at all times in the kitchen through daily cleaning and monitoring kitchen equipment.
8. Ensure all crockery and utensils are washed.
9. Maintain freezers and refrigerators at correct temperature.
10. Adhere to the Food and Nutrition Guidelines during the preparation, cooking and serving of all food.
11. Ensure the effective and regular removal of waste materials occur.
12. Ensure all catering related accidents are reported immediately to the Center Director and the appropriate documentation is completed.
13. Distribute food to the classrooms.
14. Plan for and purchase all food and necessary supplies needed to provide food service.
15. Attend conferences and other workshops as needed.

*Weekly Responsibilities:*

- Scrub sinks with soft scrub.
- Soak large juice containers overnight with bleach/water solution.
- Organize cabinets, including pots and pans and drawers.
- Clean out silverware drawers.
- Each Friday, clean out refrigerator.
- Write shopping list.

*Monthly Responsibilities:*

- Organize the cabinets.
- Clean the oven.
- If applicable, defrosts the freezer.

**CERTIFICATION**

<p>_____ EMPLOYEE SIGNATURE</p> <p>_____ PRINT NAME      DATE</p> <p><b>I certify that I have read and understand the responsibilities assigned to this position.</b></p>	<p>_____ CENTER DIRECTOR SIGNATURE</p> <p>_____ PRINT NAME      DATE</p> <p><b>I certify that this job description is an accurate description of the responsibilities assigned to the position.</b></p>
<p>_____ PROGRAM DIRECTOR SIGNATURE      DATE</p> <p><b>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</b></p>	

The above statements are intended to describe the general nature and level of work being performed by the Cook(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This job description can be amended at any time if needed.