

TFI COMMUNITY CHILD CARE
JOB DESCRIPTION
JOB TITLE: Cook

Attends and participates in staff meeting or events planned by the center for parents and/or children, as requested.

Ensures food proportions and type of food served are appropriate to all ages of children.

Accomplishes quarterly assessments of each child's development to demonstrate progress and measure if child is within average developmental standards of his/her age.

Provides information to Program Director and Teacher regarding importance of proper nutrition and food groups that can be taught to the children.

Works with center staff to accomplish daily, weekly and monthly reports regarding number of children and staff served.

Accomplishes transport of center children when so directed.

Follows all KDH&E regulations in regard to child care centers.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Knowledge of nutritional needs of children and the required quantity and type of food edible for children. At least one year of experience with cooking and preparing menus.

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PRESENTATION SKILLS:

Ability to respond to common inquiries or complaints from clients or regulatory agencies. Ability to effectively present information to employees, management and public groups.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, set measurable outcomes, collects data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

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may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Prepare nutritious meals and snacks for children and staff at the center.

Plan meals to include menus, ordering food, and reporting number served.

Maintain kitchen in sanitary and organized manner.