

CHILD DEVELOPMENT CENTER COOK/NUTRITION SPECIALIST

CLASS SUMMARY

Under supervision of, and training by, the center Director, The Child Development Center Cook will be responsible for food purchase, preparation, serving, and cleanup operation for a group of infant and toddler and/or preschool age children and adults.

REPRESENTATIVE DUTIES

Under guidance of Director, plan all meals and snack in advance; plan meals based on nutrition guidelines, eye appeal, children's eating habits and ethnic make-up of the school population; plan so that there are sufficient supplies and food on hand; market once a week for food supplies; prepare and serve meals on time; supervise kitchen aides, if needed, in the preparation and serving of food and maintenance of kitchen and serving equipment; keep records of food purchased, served and numbers of people served; submit menus and reports in a timely manner.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Child Development Center Director and serves food to children enrolled in the center and center staff.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and/or experience in cooking for groups and planning nutritious foods.

Knowledge and Abilities

Knowledge of: English, both reading and writing for reports; basic arithmetic; proper preparation and serving of food; kitchen safety and hygienic practices; good nutrition.

Ability to: follow oral and written instructions, organize and prioritize kitchen duties; learn USDA Child Care Food Program cooking and serving guidelines; interact with center staff, children and student aides; evaluate availability of foods in the consideration of economy.

Required license and certification: possession of a valid and appropriate California Driver's License with a driving records that meets minimum standards established by District's insurance carrier.

Other: must acquire fingerprint clearance both local and federal. Must present negative reaction to TB test at employment and every four years.