



“This institution is an equal opportunity provider.”

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

JOB DESCRIPTION

TITLE OF POSITION: COOK

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: Responsible for planning and preparing the daily meals and snacks for program children. Must provide reports of food production. Responsible for implementing standard health practices and procedures as outlined by Wyoming Child and Family Development, The State of Wyoming, and other licensing agencies.

MINIMUM QUALIFICATIONS:

- Prefer High School Diploma or G.E.D.
- Basic understanding, ability and skills to plan, follow and successfully complete both written and oral directions.
- Must have the ability to use simple math to complete reports as well as prepare and purchase food for meals for a large number of children in the Center.
- Must have basic computer skills to complete and submit required paperwork.
- Must be able to coordinate, supervise and direct cook assistants and/or kitchen volunteers.
- Ability to carry out State of Wyoming's Sanitation Standards for Public Kitchens.

ESSENTIAL FUNCTIONS:

1. Responsible for the overall operation of the kitchen.
2. Prepares healthy, nutritional, attractive food for the Center using the cyclic menu approved by the Nutrition Specialist
3. Delegates duties and supervises the cook assistant as needed.
4. Maintains a clean, safe kitchen/eating area as per State regulations.
5. Maintains the storage and care of foods and supplies as per State regulations. Transports food/meal/snacks to classrooms as required.
6. Prepares meals in the most cost-effective manner, utilizing fresh fruits and made-from-scratch food.
7. Treats parents and other volunteers who help in the kitchen with respect and friendliness. Uses positive verbal/non-verbal communications and interaction skills when working with staff, parents, and children.
8. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development
9. Coordinates with the Nurse/Health Services Coordinator and/or Nutrition Specialist concerning special dietary needs and food allergies.
10. Maintains up-to-date Production Records and submits them to the .Nutrition Specialist.
11. Records daily and updates the Meal Count form. Reviews with the Center Coordinator and submits to the Nutrition specialist.
12. Completes and submits monthly Non-Program Meal Reports and reviews with the Center Coordinator.

13. Maintains adequate, needed supplies responsible for inventory.
14. Attends required training sessions.
15. Promotes positive public relations within the work setting and community.
16. Performs other duties as assigned by the Board or its designee.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.

All requirements for this position will meet the Head Start/Early Head Start performance standards, DFS licensing, NAEYC standards, Wyoming Division of Disabilities rules and regulations and WCFD policies and procedures. All employees will adhere to the mission, vision and values of WCFD.

These are minimum requirements, not personal qualifications of the person(s) presently in the job. In other words, you must meet these requirements in order to be considered for the job.

