

Position: COOK

Job details

Salary

\$12.50+/ hour (depending on experience)

Job Description

Note – ABC Preschool and Daycare continues to provide in-person services to children as we navigate through the COVID 19 pandemic. We implemented safety systems to ensure a safe and healthy environment, to the extent possible. All employees are required to adhere to policy guidelines and wear a mask upon entry and while inside our facilities.

Current Opening:

ABC PRESCHOOL AND DAYCARE, 1 (part-time) opening, M-F, 4 hours per day.

Job Summary:

ABC Daycare has a history of providing delicious and nutritious meals prepared from our commercial kitchen for children ages 2 through 12, and we are looking for a passionate Cook to join our team.

The ideal candidate for this position has previous experience preparing breakfast, lunch, and afternoon snacks using cyclical menus that support the growth and development of 20 to 40+ enrolled preschool and school aged children. The Cook enjoys the convenience of a commercial kitchen environment with meals served directly to children in the classrooms. The Cook is responsible for all aspects of food service including but not limited to, food orders, food storage, sanitary practices, meal prep, Child and Adult Care Food Program (CACFP) compliance, dish washing, and kitchen clean up.

This position requires effective communication and organizational skills, the ability to work with minimal supervision in a time sensitive environment, and strong math skills to keep costs within acceptable standards. Reporting to the Food Program Administrator, the Cook position is currently, funded to work 4 hours per day Monday through Friday. With growth in the number of children, hours will increase with participation in retirement plan. If you have food service and/or food preparation experience and enjoy preparing healthy meals and introducing children to nutritional activities please submit an application today!

Minimum Qualifications:

- Possess a High School Diploma *or* GED
- Must be minimum 18 years of age.
- Must be able to read, write, speak, and understand English.
- Possess a valid Nevada driver's license and excellent driving record.
- Possess or be able to possess a Southern Nevada Health District Food Handlers Card prior to start date.

- Prior experience in one or more of the following food service activities is desired: direct responsibility for preparing nutritious meals, scheduling meals, proper food handling and storage, food inventory, food ordering, and working with the Child and Adult Care Food Program requirements.
- Must not be on the USDA National Disqualification List.

Competencies:

- Accountability and Dependability
- Accuracy
- Safety Focus
- Teamwork
- Self-Management
- Adaptability and Flexibility
- Technology

Other Requirements (post hire)

- Must be able to travel in private vehicle as needed for supply pick-up or shopping.
- Provide proof of immunizations: MMR (Measles, Mumps, Rubella), Tdap (adult Tetanus, Diphtheria, Pertussis), and a clear Tuberculosis skin test or chest X-ray.
- Able to pass a criminal background check.
- Must be able to prove the right to work in the USA by providing appropriate documents to complete the Federal I-9 form.
- Must keep current a Food Handler's Certificate issued by the SNHD.
- Following employment, be able to obtain a Work Card issued by LVMPD.
- Must be able to obtain a Southern Nevada Health District Food Safety Manager Certification following employment.

Physical Requirements

Frequently

- Stooping, bending, crouching, kneeling
- Reaching, pulling, pushing
- Climbing up step stool
- Carrying/lifting heavy objects 0-25lbs
- Operating appliances and small kitchen equipment
- Works with commercial gas range

Occasionally

- Picking up and dropping off supplies
- Push, pull, move furniture or equipment {20 to 50lb}
- Exposure to sharp knives and slicers
- Clerical duties (computer, typing, copying, etc.)

Work Environment:

- Indoor environment
- Exposure to heat exceeding 85 degrees
- Exposure to hazardous cleaning chemicals
- Exposure to sharp knives and slicers.
- Exposure to very hot foods, equipment and metal objects used in cooking and baking

Benefits:

Paid Leave - 5 days paid vacation after one year (20hours).

Job Specific Duties and Responsibilities:

Cook Responsibilities:

- Prepare breakfast, lunch, and snack using cycle menus that comply with NDA Child and Adult Care Food Program guidelines. Ensure specific nutritional needs of children are met and keep costs within budgetary limitations.
- Post menus and advise program administrator and staff of proposed changes.
- Follow CACFP cyclical menus, calculate food requirements, and order food from vendors.
- Work with Program Administrator on menus and ordering from NDA Commodities.
- Limit local shopping for approved items and errands to work day and/or before or after preparation and clean-up times.
- Prepare and serve quantity of food to meet USDA CACFP guidelines.
- Maintain entire kitchen to meet sanitation requirements; clean dishes, stove, carts and work surfaces after mealtimes. Make efficient use of available space and utensils. Keep surfaces grease and clutter free.
- Demonstrate sanitary practices in relation to preparation of food and personal hygiene.
- Provide nutrition information and/or nutrition experiences for children and parents whenever necessary.
- Use the proper method in storage of food.
- Use the proper method for food handling (including potentially hazardous foods), labeling and dating of all food.
- Purchase and prepare meals (when required) to meet needs of children requiring special diets.

Supervision:

- Identify self-growth, development goals, and strategies for achievement with support and input from supervisor.
- Commit and participate in consistent and planned meetings with Food Administrator and Director to further professional growth by seeking feedback, reflecting on and assessing own practice, and taking advantage of opportunities to improve skills and knowledge.

Recordkeeping, Monitoring and Reporting:

- Maintain Daily Inventory of food and food service supplies
- Maintain inventory of kitchen appliances and equipment.

- Maintain daily record of number of meals served the Child and Adult Care Food Program menu production worksheets, cycle menus/substitutions and recipes.
- Submit weekly Child and Adult Care Food Program reports to Food Administrator.
- Receive food orders, sign bills and submits paperwork and bills to Food Administrator weekly.

Leadership, Management and Teamwork:

- Actively participate on the ABC Daycare team and contribute to the decision making process for compliance, strategic initiatives, professional development, budget, governance, and agency self-assessment
- Lead and implement the food services program and coordinate with other staff that includes substitutes and volunteers.
- Participate in developing Accommodation /Special Care Plans for children requiring special diets whenever requested by physician.
- Recruit volunteers and substitutes for the kitchen
- Train and support volunteers, substitutes and staff with kitchen procedures, routines, and the proper use of equipment.
- Work cooperatively with the ABC Daycare team and communicate need to know information on a daily basis.

Responsibilities for all Redeemer Lutheran Church employees

- Love the Lord and serve as an ambassador to the mission work of Redeemer Lutheran Church.
- Be in agreement with the purposes and policies of the school.
- Demonstrate a flexible, enthusiastic, loving and patient character.
- Demonstrate approachability, ownership, accountability, and life-long learning.
- Maintain Christian and professional behavior and relationships with internal and external staff and members.
- Recognize children's safety as the first responsibility of all staff and acts swiftly to ensure no child is unsupervised.
- Adheres to policies and procedures for safeguarding confidential or sensitive information about employees and/or program participants. Restrict access to paper or electronic documents to those with a need to know.
- Performs other duties as assigned

Please Note: Duties, responsibilities, and activities may change at any time with or without notice. This job opening is intended to provide information about the position for employee recruitment purposes only and is not intended to be the basis of any employee contract.

Redeemer Lutheran Church is an Equal Opportunity/Affirmative Action Employer.