

**Job Summary:**

Prepares and cooks meals for preschool children and employees of child care centers by performing the following duties.

**Essential Functions:**

- Cooks foodstuffs in quantities according to menus and recipes prepared by Food Service Coordinator.
- Maintains required records as directed.
- Washes dishes, utensils, pots, pans, etc.
- Maintains sanitary standards for preparation, serving and storage.
- Maintains refrigerators, ranges, and all other kitchen equipment in organized, sanitary and safe condition.
- Stocks supplies, purchases food and kitchen supplies.
- Maintains clean vehicle, inside and out, if transporting food.
- Works with classroom staff in planning and implementing nutrition curriculum.
- Accompanies classroom staff and children on field trips when requested.
- Invites and works with parent volunteers in the kitchen; invites parent ideas in planning menus.
- Orders supplies and keeps records and accounts.

**Skills and/or Abilities:**

- **Abilities to:**
  - Read and comprehend simple instructions, short correspondence, and memos.
  - Write simple correspondence and reports.
  - Effectively present information in one-on-one and small group situations to parents, children, and other employees of the center.
  - Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
  - Deal with problems involving a few concrete variables in standardized situations.
  - Clean ranges, ovens, and small kitchen equipment;
  - Perform minor repair of kitchen equipment.
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- **Skills to:**
  - Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
  - Operate electrical kitchen equipment.
  - Operate ranges, ovens, and vents;
  - Knowledge of public health standards, personal hygiene, and safety standards.

**Working Conditions and Physical Abilities:** Employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. Regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

**Education and Experience Required:**

- Sufficient experience to operate a kitchen effectively and efficiently without close supervision;
- Experience in cooking for large groups.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License, liability insurance and a vehicle available for the job. Must maintain liability insurance on personal vehicle used for business purposes
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.