

Job Summary:

Manages kitchen to prepare and cook meals for preschool children and employees of childcare centers by performing the following duties. May directly supervise 1 to 2 employees in the kitchen. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training Cooks. Planning, assigning, and directing work.

Essential Functions:

- Cooks foodstuffs in quantities according to menus and recipes prepared by Food Service Coordinator.
- Maintains required food records and accounts.
- Washes dishes, utensils, pots, pans, and all kitchen utensils.
- Maintains sanitary standards for preparation, serving and storage of food.
- Maintains refrigerators, ranges, and all other kitchen equipment in organized, sanitary and safe condition.
- Orders and stocks supplies.
- Purchases food.
- Maintains clean vehicle, inside and out, if transporting food.
- Works with classroom staff and parent volunteers in planning and implementing nutrition curriculum.

Skills and/or Abilities:

- **Ability to:**
 - Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Write routine reports and correspondence.
 - Speak effectively before groups of parents or employees at the center.
 - Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - 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.
- **Skills to:**
 - Operate ranges, ovens and vents.
 - Perform minor repair of kitchen equipment.
 - Public health standards, personal hygiene and safety standards.

Working Conditions and Physical Abilities: 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. 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. Occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

Education and Experience Required:

- High School diploma or general education degree (GED) and two (2) years' experience and/or training in food services, which includes management of a kitchen and/or staff.

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

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

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.