**Sample Job Description: Cook**

The position of a Cook is an important role in the early childhood environment. The Cook will work alongside the director to plan and implement nutritious meals that meet regulatory compliance.

Job Responsibilities:

* Assist the director in creating menus that meet regulatory requirements
* Post current menus
* Prepare nutritious meals and snacks following safe food preparation guidelines
* Provide substitute meals to meet the needs of children with special dietary requirements
* Prepare food in a timely manner that meets the daily food service schedule
* Maintain cleanliness of the kitchen and food storage areas
* Maintain food inventories
* Monitor safe food storage temperatures for the refrigerator and freezer
* Maintain all documentation associated with food service
* Implement health, safety and sanitation procedures throughout the day
* All other duties as assigned

Job Responsibilities to maintain employment:

* Have current Food Handler’s Certification
* Update TB skin test every two years
* \*Complete 15 hours of professional development annually and implement what you have learned
* \*Complete a professional development plan with the director annually
* Complete a staff evaluation with the director annually
* Complete CPR/First Aid Training every two years (if required by director)
* \*Complete the 1.5 hour Pediatric Abusive Head Trauma Training in the first year of hire
* \*Complete 6 hours of Orientation in the first 90 days of hire
* Follow and implement all center policies and procedures on a daily basis
* If applicable, follow all Federal Food Program policies

Qualifications required for employment:

* Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
* Complete the National Background Check Program for Kentucky and any out of state background checks
* Provide a TB skin test or health professional statement
* Must be able to stand on feet for long periods of time and lift items weighing 25 pounds or less

\*Only required if supervising children

11/19