

JOB DESCRIPTION

Title: Cook

Department: Child Center

Wage Range: \$12.00 - \$14.00/hour (based on experience)

Classification: Hourly, Non-Exempt

Reporting Relationship: Child Center Director

Application Deadline: Until Filled

Work Schedule: PT 25-29 hours 8:00am- 1:00pm M-F

Major Duties:

- Prepare breakfast, lunch and daily snack for child center serving ages 1- school age.
- Assist in developing and adhering to the planned menu following CACFP and Child Care requirements.
- Prepare food order requests and manage kitchen inventory.
- Maintain records of food use.
- Maintain CEUs and complete required trainings.
- Complete clean up after each meal (i.e. dishes, countertops, etc.)

Additional Duties

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Minimum Qualifications:

- Must be 18 years of age.
- Previous food preparation experience.
- Ability to relate well to children, staff and parents is essential.
- Ability to organize and complete multiple tasks.
- Demonstrated knowledge of and belief in the YWCA mission.
- CPR/AED and First Aid certification, required within 30 days of hire

Preferred Qualifications:

- Experience working in a child care setting.
- Commitment to anti-racism, dismantling race and gender oppression, and addressing systems of violence as demonstrated by paid work experience, volunteering, and/or lived experience.
- Familiarity with planning and implementing menus

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Requires good speaking, hearing, and vision ability and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 40lbs. Requires bending, squatting, and walking. May stand for extended periods.