



Chef Job Description

The Cook performs a variety of duties with the ultimate goal of providing the children in our care with nutritious, well-balanced meals.

Job Responsibilities

- Prepare the food served to the children in accordance with the meal patterns required by the child care food program. Notify the director if you must deviate from the posted menu for any reason.
- Prepare all required paperwork for the food program including but not limited to daily meal counts, meal food production records, and infant meal records.
- Work with the director to place the food orders in order to maintain the items needed for all meals to be served.
- Pull all back dated food items forward upon arrival of the new food order and put new food items on the shelves, containers, and in the refrigerator and freezer. Store heavier items on lower shelves.
- Maintain a high level of cleanliness in the kitchen and storage area in order to comply with the standards set by the division of environmental health. Ensure equipment is maintained and any issues are brought to the attention of the director.
- Interact positively with the children verbally and physically throughout the day.
- Attend all required staff meetings and training. Share information with other staff members as needed for the successful operation of the program. Maintain confidentiality regarding company, staff, children, and family information.
- Meet and maintain all state licensing requirements/qualifications and comply with BBMA policies and procedures at all times. This includes meeting all training requirements by the state and the company.
- Maintain an awareness of child abuse, neglect, child welfare, and all licensing regulations and reporting procedures required by law. It is mandated by law that any concern of abuse or neglect be reported immediately. Our company also asks that employees bring this to the attention of management immediately.
- Maintain flexibility regarding the business demands of the school. Other projects and responsibilities may be added at the company's discretion.
- Participate in ways to maintain a cooperative atmosphere in the school by exhibiting a pleasant and cooperative attitude.

Physical Requirements

- Reach with arms and transport up to 50 lbs on occasion and lift overhead up to 35 lbs regularly.
- Standing, bending, stooping, and walking for 100% of the day.
- Occasional exposure to cold, heat, and water.
- Must be able to lift at least 25lbs, bend, kneel, etc.

I understand the job requirements as listed above and agree that I am willing and able to fulfill these requirements.

Employee Signature: _____ Date: _____