**Child Care Cook Assistant Standard Job Description**

**Classification Title:** Child Care Cook Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 2

**Minimum Pay:** $15.85

**Job Description Summary:**

The Child Care Cook Assistant, under supervision, assists in the preparation and serving of well-balanced, nourishing meals for snacks, breakfast, and lunch at designated serving times for each age group, and in maintaining compliance with United States Department of Agriculture (USDA) and sanitation requirements when preparing meals and planning weekly menus. Responsible for assisting in purchasing and maintaining inventory of weekly groceries and supplies from local stores and suppliers, maintaining USDA food program records, and contributing to the positive care experience for children.

**Essential Duties and Tasks:**

**40% Food Preparation**

* Assists in the preparation of two meals (breakfast and lunch) and one snack in accordance with the correct menu and standardized recipes and portion sizes.
* Assists with wrapping, arranging, and/or packaging items to serve to children.
* Operates standard cooking equipment and appliances, including stoves, ovens, steamers, warmers, and dishwashers.
* Maintains proper food handling procedures to prevent cross-contamination.
* Ensures food is stored at the correct temperature.
* Collects and serves all meals in a timely manner.
* Assists in following and enforcing USDA and sanitation requirements.

**25% Administrative Duties**

* Assists in the development of monthly menus in a timely manner.
* Assists in the forecasting of food requirements and the formulation of recipes based on this information.
* Maintains the USDA food program record.
* Assists in managing and maintaining inventory of groceries and facility supplies/equipment.

**15% Maintain Sanitation Standards**

* Maintains sanitation standards within the kitchen, storerooms, refrigerators, and all other rooms in their facility. Including assistance in routine inspections and clean-ups.
* Removes waste and recyclable materials.
* Assists in scheduling regular cleanings in the facility.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* No prior experience required.

**Required Licenses and Certifications:**

* Required to obtain a Food Handler’s certification within 30 days from date of hire as a condition of employment. Ability to obtain Food Service Manager Certification after six months of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to handle multiple tasks at a time.
* Ability to follow sanitation guidelines regarding food, facilities, and equipment.
* Ability to work cooperatively with others in a fast-paced environment.
* Strong interpersonal and collaboration skills.
* Fine motor skills and coordination for preparing food and utilizing equipment.

**Machines and Equipment:**

* Standard Kitchen Appliances/Equipment: Stove, Oven, Steamer, Warmer, Dishwasher, Cutlery, etc. – 35 hours
* Computer – 5 hours

**Physical Requirements:**

* Requires ability to lift or move medium to heavy weight objects.
* Requires ability to use hands in preparation of food and utilizing hand-held equipment like cutlery.
* This position may be required to handle uncooked foods and raw materials that could involve exposure to bacteria and require specific sanitation actions.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.

**Is this role ORP Eligible? If so, it needs to meet the criteria** **on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification** **have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**