**Child Care Cook Standard Job Description**

**Classification Title:** Child Care Cook

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 3

**Minimum Pay:** $18.22

**Job Description Summary:**

The Child Care Cook, under supervision, prepares and serves well-balanced, nourishing meals for snacks, breakfast, and lunch at designated serving times for each age group, and maintains compliance with United States Department of Agriculture (USDA) and sanitation requirements when preparing meals and planning weekly menus. Responsible for receiving supplies and managing invoices, maintaining inventory of weekly groceries and supplies from local stores and suppliers, and keeping logs of equipment condition. Supervises and trains workers regarding maintenance of USDA food program records and proper food-handling procedures. Contributes to the positive care experience for children.

**Essential Duties and Tasks:**

**35%: Food Preparation**

* Prepares two meals (breakfast & lunch) and one snack in accordance with the correct menu and standardized recipes and portion sizes.
* Wraps, arranges, and/or packages 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.
* Enforces food handling procedures in accordance with USDA, Texas Health Department, and sanitation requirements.

**30%: Administrative Duties**

* Develops monthly menus in a timely manner.
* Forecasts requirements for food and supplies and prepares orders for the suppliers.
* Formulates recipes and calculates ingredient amounts based on portion sizes and daily needs.
* Receives supplies and forwards invoices to be paid. Additionally, refuses or returns damaged goods.
* Supervises Child Care Cook Assistant in maintaining the USDA food program record.
* Participates in and supervises/trains student workers in managing and maintaining inventory of groceries and facility supplies/equipment.
* Manages facility equipment by maintaining logs of equipment maintenance and arranging repairs for equipment.

**15%: Maintain Sanitation Standards**

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

**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.
* One year of related experience.

**Required Licenses and Certifications:**

* Required to obtain a Food Service Manager Certification within 30 days from date of hire as a condition 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.
* Management and planning skills.
* Ability to supervise coworkers and oversee duties.

**Machines and Equipment:**

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

**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**