

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: CHILD NUTRITION PROGRAM COOK
DEPARTMENT: EDUCATION
SUPERVISOR: EDUCATION DIRECTOR
STATUS: HOURLY/NON-EXEMP

Summary

Supervises the overall food preparation, menu planning, and meal service for the Education Department. Responsible for guaranteeing that the children are served nutritious, tasteful, appealing, meals and snacks. It is the Cook's responsibility to prepare these meals and snacks by methods that maintain high nutrient levels and that are sanitary. It is also the Cook's duty to deliver meals to the classroom; ready for family-style meal service and suitable for the children's age and development. The Cook keeps records of participation and foods served as required by the Child and Adult Care Food Program (CACFP). This position involves extensive organizing, problem solving, record keeping, and time management.

Essential Duties and Responsibilities

- Plans and prepares foods in accordance with CACFP policies.
- Purchases food and supplies necessary to prepare the planned menus for the number of enrolled children and program staff.
- Plans meals far enough ahead to minimize the need for food substitutions. When substitutions are necessary, with prior approval, purchases and serves food of equivalent nutritional value. May need to modify menus for children's field trips; notes all modifications and substitutes on posted menu and for CACFP records.
- Develop and modifies menus and recipes and prepares foods to meet the developmental needs of toddlers and the medical and nutrition needs of children with disabilities or food allergies.
- Prepares meals and snacks in such a way that a minimum of nutrients is lost from foods, that ensure foods taste good and look appealing, and that the amount of food satisfies serving requirements for each child in the program.
- Maintains established standards of sanitation, safety and food preparation and storage as set by the local and state health departments and the CACFP program rules; maintains an orderly, sanitary, and safe kitchen.
- Delivers foods from the kitchen to the classrooms ready to be served as suitable for the children's age and development.
- Maintains cost control and inventory systems based on CAFCP procedures; including records of food production, service, and attendance (meal logs.)
- Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.
- Assists teachers with developing food activities for the children in the classroom.
- Cooperates with and participates in nutrition education activities for staff, parents and children.

- Participates in all emergency drills and environmental safety activities.
- Attends and participates in grantee-sponsored trainings, center trainings, and other continuing education, career, and professional development opportunities.
- Participates in the agency's self-evaluation process and grantee monitoring visits and complies with any applicable Program Quality Improvement Plans developed.
- Participates in general staff meetings and other meetings and events planned for the department as requested.
- Provides assistance and/or coverage in the childcare program as necessary.
- Performs other duties, as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or GED Required
- Cooking Experience (preferably in a school or childcare setting)

Language Skills

Ability to write and comprehend correspondence. Ability to effectively present information in one-on-one and small group situations to parents and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual must have experience using Microsoft Word and at least beginner-level knowledge of Microsoft Excel.

Certificates, Licenses, Registrations

- Current Washington State Driver's License
- Adult & Children First Aid/CPR, or willing to obtain within 90 days of hire
- Bloodborne Pathogen training (within 90 days of hire)
- Valid Food Handler's Permit
- Current negative TB Test

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are required to complete a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy as well as a portable background check through DEL (Department of Early Learning).

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.