

**Warwick Child Care Center, Inc.**  
**Cook Job Description**

---

**General Description of the Job:**

The cook prepares, serves, and cleans up breakfast, snacks, and lunches. This position reports to the center Director or Assistant Director.

**Educational and Age Requirements:**

- Be at least 18 years old.  
and
- High School Diploma and 30 credit hours in Early Childhood Education.  
or
- High School Diploma, 15 credit hours in Early Childhood Education and one year experience with children.  
or
- High School Diploma, GED and two years experience with children.

**Specific Job Duties:**

**Daily**

1. Prepares and serves breakfast, AM/PM snack and lunch according to the menu provided.
2. Deliver, carry and retrieves trays to and from each classroom.
3. Wash dishes in accordance to Chester County Health Department regulations.
4. Keep kitchen clean and organized at all times.
5. Fill bleach bottles with proper dilution of bleach and water.
6. Wipe counters, stove, small appliances, microwave, and refrigerator.
7. Make coffee each morning.
8. Freeze any leftovers the day they are used.
9. Clear drains of food and rinse out sink each time dishes are done.
10. Remove from freezer any food needed for the following day for defrosting.
11. Take out recycle products.
12. Sweep floor on as needed basis.
13. Keep a freezer list and check off freezer foods as you use them.
14. Be flexible and willing to substitute in a classroom when an employee is absent as well as relieving staff for breaks/lunches.
15. Obtain and keep current the Chester County Health Department Food Managers Certification.

**Weekly**

1. Scrub sinks with soft scrub.
2. Soak large juice containers overnight with bleach/water solution.
3. Organize cabinets, including pots and pans and Tupperware drawers.
4. Clean out silverware drawers.
5. Clean out the refrigerator.
6. Write the grocery list.
7. Write bi-weekly Novick Brothers food order.
8. Put away bi-weekly Novick Brothers food order and take empty boxes to the trash dumpster.

**Monthly**

1. Organize the cabinet below the sink.
2. Clean the oven.
3. Defrost the freezer.
4. In emergency – be willing to do weekly grocery shopping.