



Warwick Child Care Center. Inc.

Job Description: Food Prep/Cook

General Description of the Job

The cook prepares, serves, and cleans up breakfast, snacks, and lunches. Reports to the center Director.

Specific Duties of the Job

Daily

- Prepares food, serves food, and washes all dishes.
- Mix juice concentrate.
- Keeps kitchen clean and organized.
- Wipe counters
- Wipe stove
- Freeze any leftovers the day they are used.
- Wipe out microwave after each use if necessary.
- Wipe off appliances as needed.
- Clear drains of food and rinse out sink each time dishes are done.
- Remove from freezer any food needed for the following day for defrosting.
- Take out recycle products and empty trashcan.
- Sweep floor daily and mop as needed.
- Keep a freezer list and check off freezer foods as you use them.
- Assist in classrooms/playground as needed.
- Interact with the children in a manner that clearly conveys love and acceptance.
- Respond to children by touching, holding, smiling, and speaking in a positive tone of voice.
- Be flexible and willing to substitute in a classroom when an employee is absent.
- Mandatory attendance required for staff development on Martin Luther King Day.

Weekly

- Scrub sinks with soft scrub.
- Soak large juice containers overnight with bleach/water solution.
- Organize cabinets, including pots and pans and Tupperware drawers.
- Clean out silverware drawers.
- Each Friday, clean out refrigerator.
- Write the shopping list and use a Warwick Child Care van and go to the grocery store, produce store, and bakery to purchase food.
- Write the grocery list.

Monthly

- Organize the cabinet below the sink.
- Clean the oven.
- Defrost the freezer.
- Write monthly Sysco, and BJ's food order.
- Use a Warwick Child Care van and go to BJ's to purchase supplies.
- Put away monthly Sysco food order and take empty boxes to the trash dumpster.

Required Knowledge Skills and Abilities

- Be able to lift push and carry 40 lbs., sit for 30 minutes and stand for one hour.
- Be able to use all fingers on both hands, and have use of both legs, and be able to walk 500 feet.
- Be able to hear all types of sounds.
- Be able to read stories to the children.
- Be perceptive and aware of all children in your care.
- Be able to communicate properly and effectively with parents.
- Be able to work in all types of environments:
 - Inside and outside.
 - Office, classroom kitchen, and van.
 - Cold temperatures outside.
 - Steps or stairs.
 - Slippery or uneven working surfaces.
 - Working around moving objects.
 - Irregular work hours.
 - Noise tolerance.
- Knowledge and experience working with all ages of children.
- Knowledge of safety issues concerning all ages of children.
- Skills in patience.
- Skills in time management.
- Skills in remaining calm under pressure.
- Flexible in working with different age groups.
- Ability to get along with co-workers.
- Basic knowledge of food preparation and nutrition.

Qualifications

- Be at least 18 years of age
- Meet the qualifications of one of the following:
 - High school diploma and 30 credit hours in education
 - High school diploma, 15 credit hours in education and one year of experience with children
 - High school diploma, GED, and two years of experience with children
 - First aid certification for all Fulltime employees and all employees that are opening or closing a center

Submit the following: (Required by the Pennsylvania Department of Public Welfare within 30 days of hire date)

1. Current physical exam with Mantoux TB Test. (Physical is at your expense)
2. State Police and Child Abuse Clearances (\$10.00 processing fee for each which is withheld from your first two paychecks)
3. Two forms of Identification.
4. Copy of a School Diploma and/or college transcripts.
5. Two letters of reference.
6. Babysitting release form.
7. If driving a Warwick Child Care van, complete the motor vehicle report to ensure you are a safe driver.
8. Complete the Professional Development Record.
9. Complete the New Orientation Training of six videotapes and submit the completed workbook.