

## **CHILDHAVEN, INC.**

### **JOB DESCRIPTION**

**JOB TITLE:** Cook  
**FLSA STATUS:** Non-Exempt – Hourly  
**REPORTS TO:** Supervisor and Shelter Program Director  
**WORK SCHEDULE:** Full-time position, 40 hours a week, Tuesday – Saturday 10:00 a.m. – 6:00 p.m.

#### **GENERAL STATEMENT OF DUTIES:**

Plans for and prepares nutritious and appealing meals for Childhaven clients and other duties necessary for the safe, efficient, and cost-effective management of the kitchen and food service program.

#### **PRIMARY DUTIES:**

- **OPERATION OF KITCHEN**

1. Adhere to healthy menu plans for breakfast, lunch, dinner and snacks that comply with National Student Lunch Program (NSLP) guidelines, considering ages/grades, and special dietary needs of clients.
2. Assure there is sufficient food necessary to prepare both weekday and weekend menus by ensuring timely food orders.
3. Ensure donated food items are used or stored in a timely manner to minimize waste.
4. Prepare and serve lunch and dinner for clients and staff.
5. Prep meals to be served on weekends, and in your absence.
6. Properly wrap, label and store leftovers.

- **CLERICAL**

7. Complete all necessary paperwork (daily menu forms and meal production records) for state reimbursement timely and accurately.
8. Keep all necessary records of foods served for compliance with state Health Dept. standards and NSLP.
9. Prepare for approval and purchase online orders for all Childhaven programs' needs.
10. Maintain food service operations within the stated budget.
11. Maintain accurate inventory of food assets in pantry, walk-in, freezers, and other storage areas and report any discrepancies to supervisor.

- **CLEANING:**

12. After meals are served, wash and put away dishes, pots, pans, and all other cookware used for preparing and serving meals.
13. Ensure kitchen surfaces, including counters and floor, are cleaned and sanitized as needed before leaving each evening.
14. Take out kitchen and dining room trash as needed and before leaving each evening.
15. Ensure high standards of cleanliness, safety and efficiency in food preparation and kitchen operations.
16. Clean oven, walk-in refrigerator, and all pantries as needed and thoroughly every month, assuring all expired foods are eliminated.
17. Ensure all sharp items are locked up and not left in kitchen or sink.
18. Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge of health standards as they apply to food preparation and kitchen management.
- Knowledge of children's nutritional requirements and NSLP food serving guidelines.
- Familiarity with institutional food service operations
- Organizational skills
- Excellent interpersonal and communication skills
- Able to lift 50 lbs.
- Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.

**QUALIFICATIONS:**

- High School Diploma or GED plus experience in creating nutritional menus and supply ordering.
- Experience with NSLP guidelines preferred.
- Ability to obtain Food Manager's Permit
- Basic math skills required
- Enjoy working with children
- Must pass local, state, and federal background checks (including fingerprints).
- Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record).
- Must obtain and maintain CPR/First Aid and CPI certification.
- Abide by state licensing regulations and standards, and Childhaven policies and procedures.