

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

Position Description

Title: Center Cook
Department: Licensed Childcare
Reports to: Healthy Foods Director
Statuses: 40hr full-time (hourly) non-exempt
Hourly Rate: \$16

Position Description

The Center Cook is responsible for preparing meals and snacks for the children at an assigned center.

Minimum Requirements:

- 18 years of age or older.
- A high school diploma or the equivalent.
- Experience cooking and preparing meals for a large group on a daily basis.
- Food Handlers Permit

Preferred Requirements (in addition to the above minimum requirements):

- Prep cook experience in a commercial kitchen
- STARS training.
- Experience working with and around children.
- Experience ordering food in large quantities in order to have all necessary items.

To perform this job successfully, an individual must be able to perform each essential daily 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.

Essential Duties and Responsibilities:

- Prepare meals and snacks for different age groups of children based on the USDA food program
- Follow recipes, menus and preparation as directed by the Healthy Foods Director
- Maintain inventory of food and kitchen supplies
- Maintain a clean and orderly kitchen area including all storage areas and refrigerators.
- Attend the daily schedule and routines set within the classroom and center.

- If and when interacting with children, use and model positive behavior management techniques at all times.
- Attend to the social-emotional, cognitive, and physical development needs of all children.
- Help facilitate and support meals, and rest and outdoor periods as part of the daily curriculum.
- Maintain strict confidentiality of children and families.
- Maintain a positive attitude toward all children and staff.
- Act as a program/child advocate by maintaining a positive image of Kids' World at all times and places, as well as a positive role model to fellow staff persons.
- Maintain open communication with the center director and administrative leadership staff.
- Report any problems or concerns immediately to the center director.
- Help maintain a clean, safe environment for all children and staff.
- Help maintain a safe, healthy, low-stress and positive environment for all children and staff.
- Follow all Kids' World policies and procedures.
- Assist with breaks for staff if needed.

- Attend and participate in regularly scheduled staff meetings, and other required trainings arranged for staff.
- Various duties may be assigned as needed.

● Must complete the 30 basic hours of STARS and the 10 hours yearly while employed with Boys & Girls Club of Whatcom County, Kids World

Physical Demands: (the physical demands described here are representative of those that must be met by a staff person to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)

Occasionally is required to:

- Sit
- Climb or balance
- Run
- Use repeated hand, arm or finger motions
- Lift up to 50 pounds

Frequently is required to:

- Stand
- Walk
- Talk, hear, and see
- Use hands to finger, handle, or feel
- Reach with arms
- Get up and down from floor independently
- Twist and bend at the waist or trunk
- Read typed or written word, and communicate in writing.
- Lift up to 40 pounds

Signature:

Date: