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PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

Job Title: **Child Care Cook**
Reports to: **Child Care Director**

Status: **Part-Time (max 29 hours)**
Revision Date: **August 2015**

POSITION SUMMARY:

Prepares daily all meals for Child Care Center children. Completes shopping for weekly groceries. Ensures menu is in compliance with HEPA and Safe Serv standards.

ESSENTIAL FUNCTIONS:

1. Daily planning, preparation and delivery of wholesome and nutritious foods prepared according to the health regulations and state laws.
2. Plan a 2 week menu rotation ensuring adequate variety, adherence to allergy/diet restrictions of children and ensuring that all preparation is peanut free.
3. Responsible for purchasing of food and supplies needed to complete food preparation/serving.
4. Ensures meal plans and grocery purchases are within budget limits.
5. Ensures that the center kitchen exceeds state standards for cleanliness and is maintained on a daily basis, including minor maintenance as required.
6. Ensures full stock of supplies and materials.
7. Acts as a professional role models for children, volunteers and fellow staff members.
8. Participates in all YMCA trainings, workshops, meetings and childcare events.
9. Other duties as assigned by the Child Care Director.

YMCA LEADERSHIP COMPETENCIES (Leader):

Mission Advancement:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.

Collaboration:

- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Seeks first to understand the other person's point of view, and remains calm in challenging situations.

Operational Effectiveness:

- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches.
- Strives to meet or exceed goals.

Personal Growth:

- Pursues self-development that enhances job performance.
- Accurately assesses personal feelings, strengths and limitations and how they impact relationships.
- Has the functional and technical knowledge and skills required to perform well.

QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law, including a federal fingerprinting background check, drug screen and a negative TB test.
2. At least 18 years of age.
3. CPR, First Aid, AED and Universal Precautions certifications, Child Abuse prevention training and a physical examination from a physician required within 30 days of hire date.
4. Previous experience as cook and working with children in a developmental setting preferred.
5. Must have ServSafe certification or ability to complete the course within 2 weeks of hire date.

PHYSICAL DEMANDS:

1. Ability to stand for long periods of time.
2. Ability to work with people of diverse backgrounds.
3. Ability to lift up to 40 lbs.
4. Ability to operate kitchen appliances.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name _____

Date _____