



# ASSISTANT COOK

## Job Description Form

Division/Department	Children's Learning Center (CLC)		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Macarena Blevins	Title	Center Director

Level/Grade	Type of position:	Hours ___40___ / week
2	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

### SUMMARY

Under the general supervision of the Cook, the Assistant Cook assists in serving the children nutritious, good tasting and appealing meals and snacks. It is the Assistant Cook's responsibility to help in the preparation of these meals and snacks by methods that maintain high nutrient levels and that are sanitary.

### RESPONSIBILITIES

- Assists in the preparation of foods in accordance with the State requirement, menus and recipes.
- Assists with planning meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary helps to serve food of equivalent nutritional value.
- Assists in preparing meals and snacks in such a way that a minimum of nutrients are lost from foods, that ensure foods taste good and look appealing, and that there are ample amounts of foods for children to have as many servings as they need.
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments, including: storing foodstuffs and supplies in appropriate areas; washing dishes; cleaning refrigerators, stove, bins, cupboards and other kitchen equipment and utensils; and, sweeping and mopping kitchen floors.
- Substitutes for the Cook in her/his absence.
- Flexible to the needs of the Learning Center Schedule
- Helps modify menus and recipes and prepare foods to meet the developmental needs of infants and toddlers and the medical and feeding needs of children with disabilities or food allergies.
- Cooperates with and participates in nutrition education activities for staff, parents and children.
- Participates in all emergency drills and environmental safety activities.
- Attends and participates in sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.
- Participates in the agency's self-evaluation process and monitoring visits and complies with any applicable Program Improvement Plans developed.
- Participates in general staff meetings, other meetings and events planned by the Director.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities with staff, clients and the general public at all times.
- Complete all other duties as assigned.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. The employee must occasionally lift and/or move up to 50 pounds. Cooks prepare recipes, slice vegetables and work over hot stoves. The mishandling of cooking utensils, knives and machinery can result in severe burns or injury. Meal preparers often transition between hot kitchens and much colder outdoor temperatures. Additionally, food-preparation areas pose hazards due to slippery floors, moving objects and uneven surfaces. Kitchens are often noisy places where workers must shout over the roar of machinery and equipment.

### WORK EXPERIENCE REQUIREMENTS

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<ul style="list-style-type: none"> <li>- Minimum of one-year cooking experience in a licensed childcare or school setting.</li> <li>- Training in foods, nutrition, dietetics, and/or child food preparation and management.</li> <li>- Must pass a state-enforced background check.</li> <li>- Demonstrated skills in preparing the children's food in a nutritious, good tasting and appealing manner.</li> <li>- A commitment to secure continuing education related to employment with the Agency.</li> <li>- Effective oral and written communication skills commensurate with the responsibilities of the position.</li> <li>- Ability to work as part of a team.</li> <li>- Excellent physical condition and stamina.</li> <li>- Patient, kind and loving with children.</li> </ul>			
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- High School diploma or equivalent.</li> <li>- Valid NM driver's license with good driving record.</li> <li>- Bilingual in English/Spanish is preferred.</li> </ul>			

**Employee's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

***THIS SECTION IS COMPLETED BY HUMAN RESOURCE***

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	