



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Cook

REPORTS TO: Site Director

FSLA: Non-Exempt

JOB SUMMARY:

Under the guidance of the Site Director, the Cook is responsible for the overall meal administration of the agency. The Cook interacts with the children, their parents or guardians, their peers within the agency, and external agency personnel. The Cook, to the extent feasible, ensures full utilizations of the Center serving up to the maximum capacity of the center.

ESSENTIAL DUTIES:

- Prepares menus in accordance with Child and Adult Care Food Program (CACFP).
- Completes meal production records daily, as required by CACFP.
- Prepares and plates food for children and others, as directed by supervisor.
- Keeps kitchen and all food service areas in a neat, clean and healthy working condition.
- Receives food and stock, monitors deliveries, places food or stock in the proper areas.
- Ensures date and time is clearly stamped on all food containers not wrapped in original packaging.
- Adheres to all county health department guidelines.

OTHER DUTIES:

- Provides classroom supervision as directed by Site Director.
- Dialogues with the children on an appropriate level.
- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Must have a current Cabell/Wayne County Food Handlers Card.
- Must have reliable transportation.
- Must be computer literate in Excel and Microsoft Word.
- Must arrive to work on time, in clean clothing and good personal hygiene.
- Must have hair tied back and under a hat.
- Must be able to read and follow directions and recipes.
- Must be able to monitor food quality and temperatures to be within the critical control points.
- Must be able to monitor portion control in all food preparation and serving areas.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Must be able to lift items up to 50lbs.
- Must be able to work with high temperature foods and equipment.
- Must work with sharp utensils and equipment.
- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Prepares food for Site
 - A. Follows menu suggestions from the Child and Adult Care Food Program (CACFP).
 - B. Completes meal production records daily, as required by CACFP.
 - C. Prepares food following recipes and proper food safety procedures.
 - D. Plates and serves food following portion control guidelines, assists with family style meals.
2. Keeps kitchens and kitchen equipment clean and sanitary.
 - A. Maintains a clean and sanitary working environment.
 - B. Uses a clean as you go procedure.
 - C. Maintains clean equipment, detailing each piece throughout the kitchens.
 - D. Follows a weekly cleaning schedule.
3. Follows food safety procedures.
 - A. Monitor food quality and temperatures during deliveries.
 - B. Follow state and county guidelines for storing foods, including labeling and dating.
 - C. Monitor temperatures, both hot and cold, keeping items within critical control guidelines.
 - D. Using every precaution possible to prevent cross contamination, physical contamination and chemical contamination.
 - E. Following the personal hygiene rules set forth in the West Virginia Licensing Regulations.
4. Represents and maintains the philosophy of Playmates Preschools and Child Development Centers, Inc.
 - A. Participates in agency or departmental quality improvement activities.
 - B. Participates in professional and self-development by attending continuing education programs/in-service.
 - C. Illustrates being a team player by being available to perform other special tasks as assigned to assist with the mission and purpose of Playmates Preschools and Child Development Centers, Inc.
5. Complies with policies and procedures of Playmates Preschools and Child Development Centers, Inc.

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- A. Reviews policies and procedures.
- B. Adheres to policies and procedures.
- C. Follows the chain of command and procedures to report violation of policies and procedures

ENTRY LEVEL COMPETENCIES:

- Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc.)
- Must have a background in food service, i.e. at least one year previous cooking positions with good references.
- Demonstrates computer competencies in the use of Microsoft products such as Word and Excel and the use of the Internet.
- Must be healthy and exhibit good personal hygienic habits.
- Demonstrates that they can work well with others and be a part of a team.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: COOK

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL		X		
STANDING				X
SITTING	X			
STOOPING		X		
READING			X	
WRITING		X		
DRIVING	X			
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVERNIGHT TRAVEL	N/A			



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WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE			X	
DUST/DIRT		X		
POOR VENTILATION		X		
HEAT			X	
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL		X		

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR COOK AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME _____ DATE _____

SUPERVISOR NAME _____ DATE _____