Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Childcare Cook**

Qualifications: Must be able to pass a background check and Joshua's List check

Credentials: Food Handlers card preferred

Education: High school diploma or GED

Training or Experience Preferred: Experience preferred in a commercial/ industrial kitchen setting.

Special Skills, Knowledge, Abilities:

Must be skilled in cooking & baking and serving & cleaning up. Must be able to work at a quick pace to serve students in their classroom in an orderly efficient manner.

Communication Skills (oral, written, or business): Basic communication skills include exchanging information, giving, and receiving simple instructions. Be able to respond to inquiries. Includes filling out daily food program paperwork.

Data Recording/Record Keeping: Performs record keeping operations requiring logging, filing out or posting single entry items either manually or by computer. (ex. meal records, point of service, attendance records and kitchen inventory.)

Mathematical Skills: The ability to perform routine math skills requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number of portions to prepare.

Reading and Interpreting: Must be able to read and understand simple instructions. Read and understand recipes and other manuals.

Tools and Equipment Usage: Ability to use equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on-the-job exposure or training. The most difficult equipment includes steamers, slicers, mixers, dish machines, and ovens.

Site: Moore Public Schools Child Development Center

Reports To: Family and Community Support Specialist

Job Goal (Purpose of Position): Must have the ability to prepare and serve delicious and nutritious meals and serve and clean up after the students/teachers eat. The goal is to prepare a well-balanced meal with a high quality of taste and appearance.

Contact with others: An incumbent in this position has regular contact with members of own staff and with students. Some interpersonal interaction or communication is required to work with staff and students. Must enjoy working with children.

Other Performance Measures: Successful performance of the job requires people skills to resolve problems and provide information as requested. It requires the following of safety guidelines and policies to reduce accidents or injuries to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self-discipline to get the work done. The job will also require customer service skills to resolve problems with and provide information to parents, other employees, students and community stakeholders as requested.

Essential Job Functions:

1. Prepare breakfast, lunch and snack daily.

2. Assists in the serving of food to each classroom.

3. Performs cleaning immediately after using all equipment, utensils, and areas used in the preparation of foods. Cleans the kitchen and serving areas after breakfast and lunch and whenever there is a spill.

4. Assists in maintaining accurate inventory. Prepare meals to avoid unnecessary waste.

5. Performs general house cleaning such as cleaning refrigerators, doing laundry, cleaning all ovens and equipment when time permits.

6. Performs other duties as assigned by manager or Director of Child Nutrition.

7. Ensure all meals follow the CACFP meal pattern guidelines.

8. Keep daily record of meal counts (POS), daily menu records and enrollee attendance to support monthly claim.

9. Must keep records of daily food production.

10.Maintain an awareness of children who have allergies and food restrictions.

11. Follow the daily menu, assist with food ordering and calculating the amount needed.

Childcare Cook (3 of 3)

Supervision exercised: None

Physical/Mental Requirements and Working conditions:

Walking and standing is required 5 to 6 hours a day with 5 hours without relief - Frequent bending, squatting and crouching. Have the ability to reach above shoulders and push, pull or lift up to 50 lbs.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have the hearing and speaking ability to communicate with employees, students and community stakeholders.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in- humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for others' safety and health.

Terms of Employment:	Hours equivalent to 261 days (2088 hours) Schedule determined by Family and Community Support Specialist
Salary:	Child Development scale, Category A
Evaluation:	Performance of this job will be evaluated in accordance with DHS policy to maintain 5-star standards.

Approved 03/10/2025