

## **CHILD CENTER COOK**

### **Job Description**

**CATEGORY:** INSTRUCTIONAL SUPPORT  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 57  
**REPORT TO:** MANAGER OF CHILD CARE CENTER  
**REVIEWED DATE:** JUNE 25, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### **JOB SUMMARY**

Prepares and/or serves snacks and hot lunches for children enrolled in Child Care Center. Plans weekly menus, develops shopping lists, calculates amounts of food and makes purchases. Organizes and cleans kitchen according to health department standards. Maintain nutritional requirements as identified by supervisor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Proposes menus for daily snacks and lunches on a weekly basis and submits to supervisor for nutritional content and budget review.
- Prepares weekly shopping list to support approved menus and purchases items.
- Prepares snacks and lunches to be served on schedule identified by supervisor; assists in serving children during mealtime.
- Record the distribution of proper food measurements on the daily basis to comply with local and state (TDA, Food and Nutrition-CACFP) requirements.
- Cleans and maintains kitchen area in a sanitary, safe and organized manner as required by the Center and health department.
- Observes student teachers in the kitchen during scheduled cooking examinations; provides input to staff as required.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.

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- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Knowledge of Texas Department of Agriculture food and nutrition guidelines
- Ability to perform measurement necessary in cooking for large groups.
- Ability to maintain a safe and sanitary food preparation area.
- Ability to relate to and work effectively with staff and young children.
- Ability to be flexible and adjust to many varied situations.
- Ability to maintain appropriate and professional behavior at all times.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Ability to communicate effectively and courteously with individuals from diverse backgrounds.
- Ability to communicate effectively in a diverse, multi-cultural community environment.
- Excellent customer service skills and interpersonal skills.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- Two (2) years of cooking experience in a large group setting with thorough knowledge of kitchen equipment operations.
- Experience working with children from birth to eight (8) years of age.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Bilingual in English-Spanish is preferred.

#### **CERTIFICATES AND LICENSURES**

- Must have Pediatric CPR Certification or become certified within one (1) week of hire.
- Must have Pediatric First Aid with rescue breathing and choking certification or become certified within one (1) week of hire.
- Must have Food Management Certification or become certified within two (2) weeks of hire.
- Successful completion of Texas DFPS Licensing Division Background Check.
- Must have a clear Tuberculosis (TB) Test not older than one (1) year.

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- Must complete annual required local, state, and national professional training requirement hours in accordance with Texas Rising Star Guidelines, HHSC/DFPS Child Care Licensing Standards, TDA Food and Nutrition-CACFP, and NAEYC Program Standards.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**POSTING SPECIFIC QUESTIONS**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a High school diploma or G.E.D. equivalent?
  - Yes
  - No
3. \*Do you have two (2) years of cooking experience in a large group setting with thorough knowledge of kitchen equipment operations?
  - Yes
  - No
4. \*Do you have experience working with children from birth to eight (8) years of age?
  - Yes
  - No
5. Are you bilingual in English-Spanish?
  - Yes
  - No
6. \*Are you certified in Pediatric CPR or can you become certified within one (1) week of hire?
  - Yes
  - No
7. \*Are you certified in Pediatric First Aid with rescue breathing and choking or can you become certified within one (1) week of hire?
  - Yes
  - No
8. \*Do you have a Food Management certification or can become certified within two (2) weeks of hire?
  - Yes
  - No
9. \*Do you have a clear Tuberculosis (TB) Test not older than one (1) year?
  - Yes
  - No
10. \*Can you successfully complete a Texas DFPS Licensing Division Background Check?

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- Yes
  - No
11. Are you able to complete the annual required local, state, and national professional training hours in accordance with Texas Rising Star Guidelines, HHSC/DFPS Child Care Licensing Standards, TDA Food and Nutrition-CACFP, and NAEYC Program Standards?
- Yes
  - No