

Stepping Stones Kitchen Manager-Cook Job Description

ABOUT:

ORGANIZATION:

FRIENDS OF SWITCHPOINT IS A NON-PROFIT ORGANIZATION THAT HAS BEEN SERVING THOSE INDIVIDUALS, FAMILIES AND VETERANS IN WASHINGTON COUNTY WHO ARE EXPERIENCING POVERTY AND HOMELESSNESS SINCE 2014.

OUR MISSION: TO EMPOWER FAMILIES AND INDIVIDUALS IN NEED BY ADDRESSING THE UNDERLYING CAUSES OF THEIR POVERTY AND PROVIDING EACH CLIENT WITH A PERSONALIZED, COMPREHENSIVE PLAN THAT SUPPORTS THEM ON THEIR JOURNEY TO SELF-SUFFICIENCY AND THE OPPORTUNITY TO CONTRIBUTE TO THE COMMUNITY.

OUR VISION: WE BELIEVE EACH INDIVIDUAL HAS WORTH AND VALUE. CHANGE OCCURS WHEN PEOPLE ARE TREATED WITH RESPECT AND DIGNITY, EMPOWERED WITH SKILLS AND RESOURCES TO BETTER THEIR CIRCUMSTANCE.

GUIDING PRINCIPLES:

GOLDEN RULE: TO TREAT ALL PEOPLE AS WE OURSELVES WOULD WISH TO BE TREATED.

KINDNESS: TO DEMONSTRATE COMPASSION AND RESPECT FOR ALL PEOPLE.

POSITIVE INFLUENCE: TO JUDGE OUR EFFECTIVENESS BY THE EXTENT TO WHICH INDIVIDUAL LIVES ARE SAVED AND IMPROVED BY THE POSITIVE EXPERIENCE OF THE PEOPLE WE INFLUENCE.

LEADERSHIP: TO LEAD BY EXAMPLE, DEVELOPING, PROMOTING, AND SHARING NEW IDEAS AND PROGRAMS TO HELP THOSE EXPERIENCING HOMELESSNESS.

AUTHENTICITY: TO DO WHAT WE SAY WE DO.

TRANSPARENCY: TO BE OPEN AND HONEST IN OUR RELATIONSHIPS.

OUR MOTTO: IT TAKES ALL OF US TO END HOMELESSNESS.

STEPPING STONES CHILD CARE CENTER IS AN INNOVATIVE CHILD DEVELOPMENT CENTER THAT PROVIDES EARLY CHILDHOOD CARE AND EDUCATION TO CHILDREN AND FAMILIES AGES BIRTH-TWELVE. OUR CENTER OPERATES 24/7 TO ACCOMMODATE ALL SCHEDULES FOR WORKING FAMILIES. WE STRIVE TO CREATE A WARM, SAFE, NURTURING, AND HIGH-QUALITY ENVIRONMENT FOR CHILDREN IN OUR CARE.

ROLE AND RESPONSIBILITIES

SWITCHPOINT'S STEPPING STONES CHILD CARE CENTER IS SEEKING A KITCHEN MANAGER- COOK:

If you enjoy cooking, meal preparation, and helping to provide nutritious and healthy food for children in child care where you can make a difference, then this is the position that you've been searching for. Stepping Stones childcare center is in search of a highly qualified Kitchen Manager-Cook to prepare daily meals, snacks, and oversee duties in the kitchen in regard to menu planning and preparation, ensuring pantry is stocked, shop and prepare food, and participate in the CACFP Food Program and required paperwork. This job will help you develop excellent skills and techniques that can benefit you in your career as a professional team member in the field of early childhood education.

Job Responsibilities:

- Duties include preparing and measuring out ingredients according to recipes, plating meals and maintaining condiments and pantry.
- Prepare Breakfast, Lunch, and Snack as well as prepare for Dinner and Evening Snack.
- Deliver plated food, serving utensils, and dishes to classrooms at meal time and then pick up food carts after meals/snacks.
- Cleaning up the kitchen space after cooking each meal and ensuring the prep area and kitchen is cleaned and sanitized at the end of the shift
- Maintain a pantry stock record.
- Rotating stock items as per established procedures and restock the pantry, fridge, and freezer.

- Properly storing food items at appropriate temperatures.
- Make weekly food orders through vendors.
- Ensure that children with food allergies or restrictions have the appropriate substitutions and food is prepared in a proper manner to eliminate any cross contamination.
- Communicate with the classroom teams to ensure Food Allergy Lists are up to date at all times.
- Prepare weekly menus that reflect all CACFP requirements.
- Submit weekly menus to administration for approval.
- Measure out appropriate serving sizes according to CACFP for each age group and ensure that food is cut up and served appropriately for each age group.
- Serve meals to each classroom on time, at the appropriate temperature.
- Work with staff to collect meal numbers before food preparation of each meal.
- Work with the Assistant Director to ensure that all CACFP paperwork is completed and submitted.
- Prepare appropriate amounts of food for each classroom, with amounts served meeting CACFP requirements.
- Maintain daily production reports.
- Maintain a clean and organized kitchen, including all food storage areas.
- Make sure all thermometers are working properly.
- Ensure all food items are checked for expiration dates.
- Wash and sanitize all dishes.
- Clean the entire kitchen and appliances throughout the day.
- Remove trash and recyclables daily.
- Organize and put away all groceries, food orders and non-food items.
- Turn in all kitchen expense receipts and pre-prepared food item labels (CN labels) to the Administration Team.
- Protect the privacy and confidentiality of information pertaining to families, children, team members, administration.
- Build positive relationships and communicate in a respectful manner with families, children, team members, administration, and the community in which we serve.
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QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- 1+ years' experience as a cook in a child care or other setting.
- Highschool Diploma/GED
- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic always.
- Ability to work as a team member with other staff and with families of children in care.
- Must be at least 18 years old.
- Must pass a Utah Child Care Licensing Background Check.
- Obtain required training upon hire per Utah Child Care Licensing: Preservice training that consists of 2.5 hours of training before assuming job duties.
- Complete and maintain current CPR/First Aid and Food Handlers Permit certifications.
- Must be available to work a flexible schedule to meet the child care needs of families.

ADDITIONAL NOTES

Benefits:

I.R.A. with 3% match

Paid Time Off

FT Employees eligible for health, dental, vision, life, and disability insurances