

NB PLAYSCHOOL COOK

Position Description

Position Title: NB PlaySchool Cook

Supervisor's Title: NB PlaySchool Director. NB PlaySchool Assistant Director

General Summary

The Newbreak PlaySchool Cook is responsible for safe preparation and storage of all foodstuffs used at Newbreak PlaySchool. The Cook inventories and purchases appropriate amounts of food weekly for daily student lunches and snacks. The Cook works with the Director in planning menus to meet the daily nutritional needs of children served at NB PlaySchool.

Essential Duties and Responsibilities

- Prepare menus (snacks and lunch) according to the California Title 22 guidelines and requirements.
- Inventory foodstuffs and purchase weekly food supplies.
- Store foods appropriately, before and after cooking.
- Scrub counters and sinks; maintain a supply of clean dishtowels.
- Wash and sterilize food preparation dishes, as well as serving dishes.
- Clean refrigerator, stove, cupboards, and other storage areas as scheduled.
- Prepare and cook vegetables, meats, fruits, sauces, and other food appropriately and in a timely manner.
- Assist classroom Teacher's in implementing cooking experiences for the classroom.
- Assist in planning and preparing food for special events, as needed.
- Keep current (within 24 hours) with all email and phone communication and the workload of their contents.
- Integrate standards of excellence in the classroom while researching and continuing to improve methodologies of instruction.
- Act as a catalyst for new initiatives in support of Newbreak PlaySchool's vision.
- Other related duties as assigned.

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Qualifications

- **Education and/or Experience** (must have all of the following)
 - Must be 18 years of age and a High School graduate.
 - Prior experience or training in quality food buying, menu planning, use of commodity foods, health and hygiene, food preparation and safe food storage.
- **Knowledge and Skills**
 - Ability to read, analyze, interpret and follow directions in documents such as recipes, safety rules, procedure and program manuals.
 - Ability to communicate effectively before groups of children, parents, volunteers, visitors or staff members of the organization.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Demonstrate evidence of emotional maturity, stability and dependability.
 - Demonstrate evidence of sufficient security and judgment to handle crisis situations.
 - Demonstrate a warm and caring personality, dedicated to children.
 - Demonstrate basic knowledge of children's nutritional needs and how to introduce new foods into a child's daily diet.
 - Recognize the importance of the position of cook as an integral part of the educational program of child care/development program.
- **Forms and Criminal Record Statement**
 - Must submit all forms required by Licensing. (See new employee packet.)
 - Obtain a California clearance or a criminal record exemption as required by law or Department of Social Services regulations or request a transfer of a criminal record clearance.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Spiritual Requirements

- Regular involvement in Newbreak Church and Newbreak PlaySchool activities and events.
- Signed acknowledgement of Newbreak Church's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Newbreak PlaySchool's Employee Handbook.
- Living out the spiritual principles outlined in the "Commitment to Community" form: participation in a small group; tithing; consistently attending worship services; involvement in outreach; following Christ personally and passionately; sexual purity.

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Physical Requirements

- Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 40 lbs. (with or without assistance). This position also may require long periods of standing up and walking.
- Must be in good physical and mental health suitable for the demanding activities necessary for daily work with young children in accordance with State licensing requirements.
- Must submit a statement signed by a physician not more than one year prior to employment that they are in good physical health, including a test for tuberculosis.



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Employment At-Will

All employees of Newbreak PlaySchool are at-will, as such, are free to resign any time without reason. Newbreak PlaySchool likewise, retains the right to terminate and employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Newbreak has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of the Executive Pastor.

Employee’s Signature

Date

Employee’s Printed Name

Date

Position: NB PlaySchool Cook	DEPARTMENT: Newbreak PlaySchool
Reports to: NB PlaySchool Director	EFFECTIVE: Immediately
Position Status: Part/Full-Time, Hourly	PlaySchool DIRECTOR APPROVAL: _____
Additional Comments:	HUMAN RESOURCES APPROVAL: _____