



Job Description

Position: Cook/Nutritional Aide
Hours: 30 hours/week
Pay Rate: \$14.50/hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Cook/Nutritional Aide will manage OMCCF's service kitchen. They will be responsible for menu planning, shopping, kitchen sanitation and food preparation. The individual will be responsible for the implementation of the United States Department of Agriculture (USDA) Child and Adult food program. Cook/Nutritional Aide will work under the supervision of the Site Director.

Qualifications and Experience: The Cook/Nutritional Aide will be able to demonstrate the following: computer proficiency, strong organizational skills, ability to work collaboratively with others, understanding of children's nutritional needs, ability to form positive relationships with children and adults, an ability to accept supervision, follow instructions, work independently and work as part of a team. Ability to lift up to 50lbs. Experience with USDA Adult and Child food program and past kitchen management experience is strongly preferred.

Responsible to Whom: Reports directly to the Site Director.

Responsibilities:

1. Plan menus in accordance with USDA Adult and Child food program guidelines.
2. Plan and prepare healthy snack and meals for OMCCF children and families.
3. Maintain a sanitary service kitchen.
4. Complete forms and reports at the scheduled intervals.
5. Order, organize and manage food in a cost-effective manner.
6. Participate in classroom team meetings monthly and Center staff meetings.
7. Maintain the confidentiality of all client information.

Professional Standards:

1. Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.
2. Maintain and update CPR certificate/Food Handler's card.
3. Groom as appropriate for the job
4. Report at regular working hours, be punctual and use an appropriate work ethic
5. Participate in staff development activities and staff meetings.
6. Follow established standards, policies and procedures of OMCCF.
7. Pass all Early Learning Division background checks.