



JOB TITLE: COOK – CENTER BASED PROGRAM

REPORTS TO: PROGRAM DIRECTOR

LOCATION: NEWMARKET - NH

#### **ABOUT GREAT BAY KIDS COMPANY:**

Great Bay Kids Company sets the standard for childcare through its amazing, dedicated, professional staff and administrators. GBKC is a non-profit organization dedicated to providing quality early childhood education and school age enrichment programs for children. The staff at GBKC leaves parents with a sense of ease when dropping off and picking up their children each day.

#### **REQUIREMENTS:**

- Must have a high school diploma or equivalency and be at least 18 years of age.
- Must have experience in health, nutrition, large quantity cooking and knowledge of USDA Child and Adult Care Food Program.
- Periodic lifting of a maximum of 50 pounds.
- Must have excellent communication skills, be flexible, energetic, be a team player and be willing to work well with children.

#### **RESPONSIBILITIES:**

- Interact with children, parents, families and co-workers in a positive, professional way.
- Stores food at proper temperature levels according to USDA guidelines, fills in temperature charts daily.
- Protects food by storing food in labeled/dated air tight containers. Ensure proper food is placed in freezer, labeled/dated with freezer wrap.
- Examines food deliveries immediately for damage or spoilage.
- Keeps kitchen equipment, appliances, utensils and dishes clean and sanitized at all times. Ensures all appliances are cleaned and shined at the end of each day.
- Follows daily, weekly and monthly cleaning schedule as listed in Food Service Operations Manual.
- Keeps toxic materials properly labeled and stored separately from food products.
- Hair restrain must be worn at all times.
- Prepares the following meals: breakfast, toddler mid-morning snack, lunch and afternoon snack for both center-based and school-age programs, including menu for children with special diets, according to the posted menus and quantity requirements.



- Prepares and places food and paper product orders with approved vendors, staying within expected budget.
- Completes all USDA and agency paperwork and year end kitchen inventory as listed in Food Service Operations Manual.
- Attends USDA/CACFP training as necessary.
- Consistently follows the New Hampshire Child Care Program Licensing Rules as well as agency guidelines which include the Employee Handbook and Operations Manual.
- Participates in agency sponsored functions such as: staff meetings, in-service training, open house events and child art show.

This job description is not intended to be all-inclusive. The position may also perform other related business duties as assigned.

The Agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

For immediate consideration email your resume to: [a.levin@greatbaykids.org](mailto:a.levin@greatbaykids.org)