

**Jasper Area Family Services Center  
Job Description**

**Job Title: COOK**

**Reports To: Center Director/Designee**

**Revision Date: 08/04/2021**

**Job Type: Part-time**

**GENERAL SUMMARY**

- The Cook prepares and cooks family style meals and snacks for enrolled children.
- Purchases food, maintains records, and performs other cleaning and sanitation duties.
- Ensures compliance with standards/requirements.
- Compliance with state law regarding the mandatory reporting of child abuse and neglect.
- Pass a state background check and C/AN report.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Follows directions in preparing large volumes of food in specified time.
2. Works with Nutrition Services Coordinator to plan necessary changes to existing menu.
3. Inventories, orders, and receives items from third party vendors.
4. Coordinates with teachers to make food service arrangements for special events and nutrition experiences.
5. Prepares meals for parent meetings/trainings
6. Ensures that all food prep areas are always thoroughly cleaned and sanitized.
7. Turns in reports and receipts to central office in a timely manner.
8. Monitors mealtimes to guarantee meal counts are done at point of service.
9. Sweeps and mops the floors every day and more frequently as needed.
10. Assists in sanitation of classroom toys.
11. Helps classroom staff before, during and after mealtime.