



POSITION DESCRIPTION

Title: Lead Cook

Reports to: Site Coordinator

Location: 344 Broadway St. Berlin, WI

Wage: \$14 - \$17/hour based on experience

Job Summary:

This is a part-time position offering 15-30 hours per week. School year hours will be afternoons into early evenings. Summer hours will be mornings into early afternoons. The Lead Cook is responsible for preparing menus, placing food orders, tracking meal counts, supervising additional kitchen help, and preparing and serving meals. It is the responsibility of every staff member to cultivate and maintain positive donor relationships and to promote the components of health, wellness and fitness to achieve the goals of the organization.

Qualifications:

High School Diploma or GED

Experience working with children

Experience working in a commercial kitchen serving a high volume of meals is preferred

Good communications skills both verbal and written

Knowledge of CACFP and SFSP food programs preferred (will train)

Certified in CPR/First Aid (will train)

Valid driver's license and good driving history. This is necessary for those that would drive a Club vehicle. To drive children you must be 25 years or older.

Job Responsibilities:

Plan breakfast, lunch, and snack menus throughout the year

Work with vendors to place food orders while meeting budget, nutrition, and portion requirements of CACFP & SFSP food programs

Prepare, cook and serve daily meals, to include sack lunches for field trips as needed

Complete all paperwork and submit to supervisor as needed

Supervise kitchen assistants (staff or teens) that may be helping at times

Maintain cleanliness and sanitation of kitchen by cleaning thoroughly each day. This includes sweeping, mopping, dishes, etc... Assist in cleaning the cafeteria after meals and taking out trash daily

Maintain standards of health regulations and code

May be asked to do other duties, which benefit the organization

Serve as a mandated child abuse reporter

Physical and Mental Requirements:

Must be able to interact physically with children during program activities

Ability to sit or stand for long periods of time

Ability to lift a minimum of 50 lbs.

Must be able to think clearly and concisely

Must be able to function in a loud environment with high energy interacting with multiple aged members

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
CEO Date