Plaza Community Services

Serving the people of Los Angeles since 1905

Plaza Child Development Program

Cook

Status: Hourly Rate/Full Time
Salary: DOE
Definition:
Under the general supervision of the Site Supervisor and Associate Director for Centers, the Cook will be responsible for the general supervision of the nutrition program and all related food services of the school and the supervision of the cook assistant. The cook will be asked to help supervise children during emergencies or low staff to child ratio. The cook will report to the Site Supervisor. If more assistant is needed, the cook will contact the Associate Director for Centers. The cool is responsible for providing two meals and two snacks adhering the requirements set by the Child and Adult Care Food Program (CACFP).

Duties:

- Plan, organize, prepare and serve the meals to the children and staff.
- Supervise, operate and maintain the culinary equipment, supplies and work area.
- Make sure that all meals are prepared on time and in sufficient amount for all children and staff.
- Record number of children and adults served at each sitting and amount of food prepared.
- Prepare Menu Record Sheets each morning to help prepare an adequate amount of food for children and staff.
- Protect and maintain the safety of persons and property.
- Supervise kitchen staff in an efficient, effective and safe manner.
- Keep kitchen, food preparation areas and all eating supplies clean and sanitary.
- Adhere to guidelines of food sanitation and safe food handling practices set by the Public Health Department.
- Maintain inventory of pantry stock and order food necessary to serve complete meals to children and provide requirements set by the CACFP.
- Rotate stock as necessary and make sure foods are used in a timely manner. Discard food six months and older.
- Review menus each month and confirm that they adhere to the requirements set by the CACFP and document changes accordingly.
- Responsible for receiving, dating and storing all food purchased by the center.
- Responsible for carrying out specific instructions in preparing meals according to established menus. This includes receiving training in quantity cookery, preparing food supplies, cooking meals according to established methods, preparing quantities of food for distribution to classroom sites to meet mealtime schedules, ensuring that supplies are not wasted and are used for approved purposes.
- Furnishes other workers with material, utensils and foodstuffs.
- Cleans and washes cooking utensils, kitchen appliances, kitchen work area and food storage areas.
- Periodically takes inventory of food supplies and prepares food and supply requisition lists under the guidance of the supervisor.

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Qualifications:

- Certificate for Food Handling, renew every two years.
- CPR and First Aid certificate.
- Must be at least 18 years of age.
- Graduation from high school or equivalent is desirable.
- TB clearance, to be renewed every two years or X rays new every five (5) years.
- Bilingual ability (Spanish/English) preferred.
- Possess knowledge and basic principles of good nutrition.
- Must take and pass fingerprinting requirements (Department of Justice and Child Abuse Index Check).

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions. Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to speak and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and /or move unassisted up to 25 pounds.