



20 Martin Dr. Greenville, SC 29617

Job Description

<u>Program:</u>	A Child's Haven	<u>Job Title:</u>	Kitchen Coordinator
<u>Reports to:</u>	Program Director	<u>Department:</u>	PROGRAM
<u>Status:</u>	Exempt	<u>Date:</u>	July 2021

QUALIFICATIONS

Education

- High school or equivalent (Preferred)

Experience

- Food service management: 3 years (Preferred)

JOB DUTIES

- Prepare weekly menus that reflect all CACFP and DSS requirements
- Work with Assistant Program Director and /or Program Director for approval
- Prepare breakfast, lunch and afternoon snacks for all classrooms
- Serve meals to each classroom on time, at the appropriate temperature
- Work with staff to collect meal numbers before food preparation of each meal
- Prepare appropriate amounts of food for each classroom, with amounts served meeting CACFP and DSS guidelines
- Wearing proper cooking attire (i.e. apron, hat or hair net, gloves, etc.).
- Use correct utensils for serving sizes when preparing meals
- Maintain daily production reports
- Make weekly food orders through vendors
- Maintain a clean and organized kitchen, including all food storage areas
- Make sure all thermometers are working properly
- Ensure all food items are checked for expiration dates
- Wash and sanitize all dishes
- Clean the entire kitchen and appliances throughout the day
- Label and organize shelves to reflect supplies or merchandise
- Remove trash and recyclables daily
- Sanitize all carts after each meals
- Organize and put away all groceries, food orders and non-food items
- Adhere to ingredients, measurements and cooking methods as stated on the recipes to meet the nutritional requirements (maintain 30% total fat content of meals).
- Turn in all kitchen expense receipts and pre-prepared food item labels (CN labels) to the Human Resource Administrative Assistant

- Attend all trainings for DSS, CACFP and other training that pertain to your job description
- Know and follow the mission of A Child's Haven
- Protect the privacy and confidentiality of information pertaining to families, children, team members, administration, and Board of Directors
- Build positive relationships and communicate in a respectful manner with families, children, team members, administration, Board of Directors, and the communities in which we serve

EDUCATIONAL REQUIREMENTS:

- Minimum of 4 hours of annual training in:
 - Menu Planning.
 - CACFP Training.
 - Food Safety and Nutrition.
 - Other food related topics.
- 15 hours in DSS Pre-health and Service.
- CPR/First Aid / Bloodborne Pathogen training within first three months of employment.
- Must complete online Mandated Reporter Training Course within first week of employment.

SCHEDULE

- 8 hour shift
- Monday to Friday

ENVIRONMENTAL CONDITIONS:

- This is an in-person position that requires daily attendance at our treatment center
- Industrial Kitchen, Classrooms & Outdoor learning environments

Salary

\$35,000/YR

Benefits

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.