

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: CHILDCARE COOK ASSISTANT (P/T)  
PAY GRADE: C-2  
OVERTIME STATUS: NON-EXEMPT - (Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

### MAJOR RESPONSIBILITY:

Responsible for assisting the cook with planning, preparing and serving nutritious meals and snacks to the children in the Center, as well as, responsible for kitchen sanitation and cleanliness. The Cook must also complete mandatory USDA Food Grant paperwork on a daily and monthly basis.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma required. Must have or must obtain a Food Safety Manager's Certification within six months of hire.
2. Years of experience in the field: Prefer a minimum of six months' experience in the field of food service or nutrition with infants and/or children.
3. Special skills or abilities related to position: Able to prepare large quantities of food at each meal. Prepare menu items for each meal based upon the USDA Food Grant Standards and Policies. Must be able to multitask between food duties and administrative responsibilities. Must have a vehicle with valid license and insurance to shop for center food and supplies. Exhibit positive social skills and customer service skills while dealing with parents, staff, distributors, colleagues and/or students.

### ESSENTIAL JOB FUNCTIONS:

1. Prepare hot/cold food as scheduled with the posted menus for breakfast, lunch and dinner.
2. Follow menu specifications as developed by the USDA Food Program and Manager.
3. Maintain proper portion controls per menu specifications.

ESSENTIAL JOB FUNCTIONS (continued):

4. Maintain all assigned work areas ensuring cleanliness.
5. Maintain kitchen equipment.
6. Keep all food used at/in kitchen area safe and properly stored.
7. Clean and sanitize all dishes and kitchen area.
8. Follow established procedures in relation to safety and sanitation as established by DCF Child Care Licensing and Department of Health.
9. Practice personal hygiene and grooming standards.
10. Abide by dress code set forth by Child Care Center.
11. Prepare grocery orders and other supplies that may be needed for all over the Center.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in a food service environment.
- Heat.
- Grease or oils.
- Cleaning solutions.
- Chemicals.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 18 (Lab School), Ocala Campus

SUPERVISOR OF POSITION: Director for Lab School