

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CHILDCARE COOK – CF LAB SCHOOL
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for 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 is required. Must have or must obtain a Food Safety Manager's Certification within six months of hire.
2. Years of experience in the field: Requires a minimum of one year of experience in the field of food service or nutrition with infants and/or children.
3. Special skills or abilities related to the position: Able to prepare large quantities of food at each meal. Prepare menu items for each meal based on the USDA Food Grant standards and policies. Must be able to multitask between food duties and administrative responsibilities. Must have a vehicle with a 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.

ESSENTIAL JOB FUNCTIONS (continued):

3. Maintain proper portion controls per menu specifications.
4. Maintain a daily inventory for all items served. Replenish this inventory on a weekly basis as needed.
5. Maintain all assigned work areas ensuring cleanliness.
6. Maintain kitchen equipment.
7. Keep all food or consumable items in the kitchen area safe and properly stored.
8. Clean and sanitize all dishes and kitchen areas.
9. Follow established procedures in relation to safety and sanitation as established by DCF Child Care Licensing and the Department of Health.
10. Practice personal hygiene and grooming standards.
11. Abide by the dress code set forth by the CF Lab School.
12. Prepare grocery orders and other supplies that may be needed for the CF Lab School.
13. Ensure the pantry is properly stocked.
14. Prepare reports for the USDA Food Grant program.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a 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.

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

ENVIRONMENTAL CONDITIONS:

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

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg 18

SUPERVISOR OF POSITION: Director of the CF Lab School