



Jack and Jill Children’s Center – Lead Cook

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Lead Cook
DEPARTMENT:	Early Education/Elementary
CLASSIFICATION: Exempt /Nonexempt	Nonexempt
REPORTS TO:	Food Service Manager
SUPERVISORY RESPONSIBIITY:	No
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Monday – Friday Fulltime
REVIEWED/REVISED DATE:	January 2021

REQUIRED EDUCATION:
<ul style="list-style-type: none"> High school degree or G.E.D

REQUIRED LICENSE:
N/A

REQUIRED CERTIFICATIONS:
<ul style="list-style-type: none"> Current food handler’s card and other certification as required by federal/state/local law

REQUIRED WORK EXPERIENCE (YEARS):
<ul style="list-style-type: none"> 3+ years of kitchen support or leadership experience

REQUIRED QUALIFICATIONS:
<ul style="list-style-type: none"> Customer service

- Demonstrates knowledge of all kitchen equipment.
- Planning and multi-tasking
- Self-motivated with a high energy level
- Conflict resolution
- Verbal communication

JOB SUMMARY/PURPOSE (1325 Character Max):

To work with Food Service Team to prepare daily menu and cook breakfast, lunch and afternoon snack. Maintain a safe and healthy work environment in compliance with Federal, State and local guidelines

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1): Kitchen Support

- Assists the Food Service Manager in all food service operations and day-to-day operations of the kitchen.
- Provides direction to kitchen staff, ensuring execution of all employee duties.
- Ensures compliance with state, federal, and local food handling requirements and standards.
- Assists in the implementation and management of kitchen policies and procedures throughout scheduled shift.
- Completes the duties, when needed, of all kitchen positions including washing pots and pans, sweeping, and mopping floor.
- Helps with putting delivery away and ensures products are stored at the correct temperatures and rotated properly.
- Ensures utilization of daily prep sheets and yield sheets and that product counts and temperatures are recorded accurately daily.
- Anticipates, identifies, and corrects any issues with inventory and staffing.
- Helps with training and development of kitchen staff.

ESSENTIAL JOB FUNCTION (2): Cleaning

- Prepare dishwashing sink/area
- Clean as you go, final cleanup of breakfast preparation
- Assist with breakfast dishes. (Staff lunch time is 30 minutes)
- Assist with lunch dishes (Staff break is 15 minutes)
- Daily Cleaning – steam table, stove, oven, and mop floors, etc.

MARGINAL JOB FUNCTIONS

These are non-essential job functions.

MARGINAL JOB FUNCTIONS

- Ability to effectively assess reports and research materials and make decisions in the interest of the school and its students.
- Ability to listen, respond appropriately, and make decisions in the interest of the Center and its clients.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a workstation without moving about.	C	8 hours	N/A	N/A
Sitting	Remaining in a seated position.	O		N/A	N/A
Walking	To move about on foot or traverse work area.	F		N/A	N/A
Pushing/Pulling	May include office drawers, carts.	O			
Lifting	Raising or lowering an object from one level to another.	F		N/A	
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	F			

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	
Kneeling	To bear weight on one or both knees.	
Crawling	To move freely on hands and knees.	
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	O
Hand: Grasping	To seize and hold one or more objects in one's hands). To work with the hands in placing/turning motions.	F
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	F
Hearing	Ability to distinguish between different tones in person and through electronic devices and understand meaning of words associated with them. To comprehend language.	C
	Ability to express or communicated by voice words and ideas to others.	C

Speaking/Talking		
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIRONMENTAL CONDITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	F
Extreme noise (interferes with normal conversation)	F
Wet or humid conditions (non-weather)	F
Extreme heat (non-weather)	F
Extreme cold (non-weather)	F
Hazardous waste	O
Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	C
Vibration	C
Work in high, precarious places	F
Grease or oil	F
Outdoor weather conditions	O

EEO

STATEMENT

Jack & Jill Children's Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran's status, or any other characteristic protected by law. In addition to federal law requirements, Jack

and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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