



Job title: KidTowne Cook
Role for: KidTowne Staff
Reports to: KidTowne Director
Works closely with: KidTowne Teachers, Hope Staff

Role Summary:

KidTowne staff that ensures KidTowne children are provided nutritious meals and snacks to meet their physical developmental needs. In collaboration with the KidTowne Director, maintain grocery and supply budget in accordance with overall KidTowne budget. This is accomplished by creating nutritious menus and preparing and serving healthy meals and snacks.

Primary Duties/Responsibilities for KidTowne:

- Daily Kitchen Operations
- Maintain a positive relationship with food vendor and delivery personnel.
- Maintain food budget and look for ways to cut costs without sacrificing quality, relationship, or service.
- Develop a weekly menu that is nutritious and meets the physical needs of the preschool children in our care.
- Ensure sanitation guidelines are followed by all who enter kitchen during the hours of 7am-6pm
- With KidTowne administration, plan special events and outreaches where food is pivotal. i.e. Mother's Day
- Attend Staff Meetings
- Maintain First Aid, CPR, and Safe Serve certifications.

Essential Duties/Responsibilities:

- Model the vision, mission, and values of Hope Community Church
- Model healthy collaboration with leadership and other staff teams.
- Demonstrate a passion for continued learning.
- Constantly look for opportunities to develop the strengths of any staff member that works in collaboration with the nutrition program.
- Propose and oversee KidTowne budget regarding food program.
- Assist the KidTowne Director with KidTowne's participation in special campus or church-wide events.
- Ensure all KidTowne environments are excellent and properly maintained.
- Noted flexibility in duties and schedule

Education/Experience Requirements:

- HS diploma or equivalent required.
- 2+ years working in a licensed childcare facility preferred.
- SAFE SERVE certificate or a willingness to take the training
- CPR, AED and First Aid, or a willingness to be trained and certified
- Must have knowledge of North Carolina Licensing regulations and Sanitation requirements
- Experience with national food program standards preferred.

- College level nutrition courses preferred or a willingness to be trained and certified.

Skills and Abilities Preferred:

- Strong communication and organizational skills with attention to detail
- Strong communicator of vision and objectives of the nutritional programming
- Committed team player
- Knowledge of food allergies

Physical Requirements

The physical demands described here are representative of those that must be met by a staff to successfully perform the essential functions of this job. While performing the duties of this job, the staff is required to:

Lifting (minimum 50 lbs.)
 Carrying (minimum 50 lbs.)
 Stooping, Bending
 Kneeling, Squatting
 Walking/Running
 Standing 95% of day
 Sitting
 Climbing, Balancing (Ladder)
 Pushing / Pulling
 Overhead Reaching
 Horizontal Reaching

Repetitive Motion
 Use of Hands to Handle or Feel
 Physical Coordination
 Eye-hand Coordination
 Close Vision (20" or less)
 Distance Vision (20' or more)
 Color Vision (ability to identify and distinguish color)
 Depth Perception – judge distance
 Hearing
 Speaking
 Reading / Interpreting Instructions

All staff, regardless of position, serve as role models for the children who are enrolled in KidTowne. Therefore, each employee must be able to function effectively with children and adults.

 Employee Signature

 Date

 Supervisor Signature

 Date