



### **Preble Mini Minds Child Care**

Job Description: Kitchen Coordinator: Full Time

#### **Qualifications:**

- Experience working in food preparation and menu planning
- Maintains current Serve Safe Person in Charge certification
- Knowledge of CACFP requirements
- Experience in child food service preparation and management
- Demonstrated skills in preparing the children's food in a nutritious, tasting, and appealing manner.
- Willingness to be coached
- Willingness to work as a team member and develop new ideas to promote the organization
- Believes good attendance is the foundation for success
- Ability to pass a physical exam and be free of communicable diseases.
- Must pass the prescribed BCI/FBI Background and be free of communicable diseases

## Preble Mini Minds

### **Description:**

The kitchen coordinator is responsible for daily operational activities in Preble Mini Minds, including setting up and cleaning snacks and meals for children at the center, and varied cleaning activities throughout the day. This position is responsible for developing the food menu per nutritional guidelines outlined by State Regulations. The kitchen Coordinator helps to deliver prepared meals to the classroom, ready for family-style meal service and suitable for the children's age and development.

### **Essential Functions:**

#### **Food Preparation and Serving**

- Facilitating the set-up and clean-up of snacks and meals for children at the center
- Varied cleaning activities throughout the day
- Meals are prepared onsite and served in a family-style fashion to enhance the eating experience of the children
- Conducts and oversees the preparation of foods in accordance with the Ohio Food Service Industry and Preble County Health Department
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments
- Helps deliver food from the kitchen to the classrooms ready to be served as suitable for the children's age and development
- Manages Disposal and Food Storage
- Make sure the school entrance is Tour Ready; sweep or vacuum floors/mats to remove debris daily or as needed
- Washing dishes and storing for preparation
- Cleaning refrigerators, serving utensils, bins, cupboards, and other kitchen equipment and utensils
- Sweeping and mopping kitchen floors
- Clean kitchen thoroughly, including sanitizing equipment and furniture
- Refill chemical spray bottles for kitchen, bathrooms, and classrooms
- Monitor and Fill Dishwasher chemicals as needed
- Monitor and Empty Food warming cabinet daily
- Receives food deliveries and stores properly
- Maintains an ingredient list of all food items
- Works on supply orders in a timely manner

#### **Classroom Duties**

- Obtain all training by ODJFS through OCCRRA to be compliant for childcare staff
- Cleaning classroom doors and handles daily
- Empty classroom trash cans and kitchen trashcans into the dumpster daily
- Stock Classrooms with clean dishes and paper products

#### **Personal Appearance and Hygiene**

## Preble Mini Minds

- Always dresses appropriately for the job
- Personal care complies with organization standards
- Makes a good first impression with outsiders and Leadership

### **Physical Requirements**

- Ability to perform physical labor such as but not limited to: repeated lifting (up to 40 pounds), bending and squatting;
- Ability to spend long periods of time standing, sitting, or walking.

### **Additional Duties**

- All Ohio Licensing Standards for Day Care Centers must be complied with and enforced regarding kitchen upkeep and safe serving of food;
- Successful experience working as an effective member of a team;
- Ability to present a positive image of the organization to members of the community;
- Must be free of communicable diseases and breathing impairments;
- Manual dexterity sufficient to: use kitchen utensils and equipment, wash dishes, and perform cleaning responsibilities;
- Must have effective organizational, problem-solving, and time-management skills;
- Menus shall be available for review. If substitutions are made for any food item, menus shall be corrected to reflect meals as served. Substitutions shall be nutritionally equal to the food items being replaced. Corrected menus shall be on file and available for review for one year after the meals are served
- Menus shall be posted in the kitchen, the classroom, or other areas accessible to parents and made available to parents upon request
- Participates in all emergency drills and environmental safety activities
- Reports accidents as soon as possible.
- Performs other duties as assigned
- Work with the director to help sell the value of the nutrition program to prospective and current families.
- Work cooperatively with the Director and other staff members.
- Participate in annual training as required by Licensing in kitchen sanitation and food handling procedures. Kitchen Manager Job Description |

### **Terms of Employment:**

- At-will employment based on evaluation of the above functions.
- Salary is set by the Preble Mini Minds Board yearly based on education and experience.
- Employee policies are reviewed, signed, and monitored.
- Must pass the prescribed BCI/FBI Background and be free of communicable diseases