



Preble Mini Minds Child Care

Job Description: Kitchen Coordinator: Full Time

Updated 4.11.25

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

Description:

The kitchen coordinator is responsible for daily operational activities in Preble Mini Minds, including setting up snacks and meals for children at the center, and varied cleaning activities throughout the day. 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
- Helps to maintain established standards of sanitation, safety, and food preparation and storage as set by the local and state health departments
- Manages Disposal and Food Storage

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- Make sure the school entrance is Tour Ready; sweep or vacuum floors/mats to remove debris daily or as needed
- Clean kitchen thoroughly, including sanitizing equipment and furniture

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

- 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.
- Manual dexterity sufficient to: use kitchen utensils and equipment, wash dishes, and perform cleaning responsibilities;
- Must be free of communicable diseases and breathing impairments;

Additional Duties

- Successful experience working as an effective member of a team;
- 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;
- 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 |

Benefits-Full time:

- Competitive Pay
- PTO
- Paid Holidays

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- Healthcare Support
- Retirement Contributions
- PAID Trainings and Certifications
- Higher Education Tuition Reimbursement