



Job Description

Cook

- Understand and follow all New Mexico State regulations.
- Understand and follow all USDA and CACFP guidelines and policies that apply to our facility.
- Follow all sanitary procedures
- Ensure the safety of all children and personnel
- Follow the weekly menu and use CACFP meal pattern for portions.
- Follow the scheduled meal times and make adjustments necessary to ensure ALL children are provided a nutritious meal or snack.
- Ensure that HOT, nutritious meals are served to each classroom
- Ensure that all children and staff have had enough to eat at each meal service.
- Complete and submit all records as required, including menu record book, time sheets, accident reports, and any other required materials.
- Complete the menu production records at each meal service
- Keep the kitchen and dining areas up to code in cleanliness and sanitation at ALL times.
- Attend regular CACFP training seminars.
- Attend food preparation workshops at least once per year.
- Comply with center infection control guidelines and procedures.
- Understand and follow all company policies and procedures.
- Be aware of all children's allergies and provide alternate meals if necessary.
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job.
- Handle both routine and difficult situations with a calm response.
- Participate in and cooperate with group decisions - a team player.

I, _____, have read, and I understand my job description here at TLC Development Centers.

Employee Signature _____ Date: _____

Director Signature _____ Date: _____