



Job Description

Job Title: Child Care Center Cook

JTC: CR2

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Prepares and/or serves snacks and hot lunches for children enrolled in Parent/Child Study Center. Plans weekly menus, develops shopping lists, calculates amounts of food and makes purchases. Organizes and cleans kitchen according to health department standards. Maintain nutritional requirements as identified by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantities. Knowledge of sanitation and safe food handling practices.

Self-motivated with good organizational and problem-solving skills. Must have the ability to perform measurement necessary in cooking for large groups

Ability to work in a diverse multi-cultural environment with students, faculty, staff and visitors.

Demonstrated ability to make decisions confidently and wisely. Ability to understand and follow written and oral instructions concerning food preparation and service.

Previous experience with small children and the ability to communicate effectively and courteously with individuals from diverse backgrounds. Demonstrated experience providing quality customer service.

PHYSICAL REQUIREMENTS

Position requires extended standing during hours on duty. Must be able to lift or carry light to moderately heavy shopping bags. May be required to lift children of varying sizes during serving periods.

MINIMUM KNOWLEDGE AND EXPERIENCE

Graduation from high school graduate or equivalent plus one year of cooking experience in a large group setting with thorough knowledge of kitchen equipment operations. May be required to maintain a Food Management Certification. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Proposes menus for daily snacks and lunches on a weekly basis and submits to supervisor for nutritional content and budget review.



Prepares weekly shopping list to support approved menus and purchases items.

Prepares snacks and lunches to be served on schedule identified by supervisor. Assists in serving children during mealtime.

Cleans and maintains kitchen area in a sanitary, safe and organized manner as required by the Center and health department.

Observes student teachers in the kitchen during scheduled cooking examinations; provides input to staff as required.

Performs other duties as related to the department.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.