

**SCDC POSITION DESCRIPTION  
COOK (CHILD CARE SUPPORT WORKER)**

**REPORTS TO:** SCDC Director  
This job has no supervisory responsibility

**HOURS:** 7:00 AM to 4:00 PM, Monday through Friday

**JOB LOCATION:** 1540 Elmtree Road, Columbia, SC 29209

**JOB SUMMARY**

Provide high quality, nutritious meals in a safe and hygienic environment at a Christian child development center. Develop and maintain meal related relationships that support our families spiritually, mentally, and physically.

**CUSTOMER SERVICE**

- Be a resource to families and staff in relation to nutrition, food handling, and storage.
- Display weekly copies of menus for parents and note any changes to displayed menus as necessary.
- Note, record, and advise the Director of any comments from families about our menu planning
- Provide recipes to parents as requested.
- Help create a supportive working environment for children, parents and employees

**PEOPLE AND CULTURE**

- Respect and support colleagues and develop positive channels of communication to ensure a smooth running Center.
- Contribute toward a healthy team environment.
- Participate in ongoing professional development and training programs conducted by the Child and Adult Care Food Program (CACFP).
- Attend employee meetings as required
- Assume an equal share of housekeeping duties.
- Ensure that equipment is respected and maintained to an optimal level of safety.

**BUSINESS PROCESS AND INNOVATION**

- Check “use by” or “best before” dates of products weekly and immediately remove any items that have expired.
- Check menu for the next day, transfer meat to the fridge for thawing, and ensure supplies necessary to fulfill the menu are on hand.
- Involve small groups of children at different times in the process of food preparation. The children’s teacher is responsible for managing the children. The cook will provide expert advice and direction.
- Advise the Director on how the children respond to the menu items and make suggestions for substitutes that meet the CACFP requirements.
- Prepare breakfast, lunch, and afternoon snacks using approved, written recipes that meet the following CACFP requirements:

- Nutrition requirements of the age group.
  - Cultural and religious differences.
  - Additional needs of the individual child.
  - Special needs of the 0 - 2 year olds.
  - Accommodate all children with allergies – the list of these children is confidentially displayed in kitchen.
- Keep the kitchen area clean at all times, e.g. floors, cabinets and cupboards, doors, bench tops etc.
  - Refrigerator and pantry doors closed and locked at all times when leaving the kitchen area.
  - Keep adequate cleaning supplies in the kitchen at all times.
  - Store all chemicals in the kitchen in compliance with DHEC Policy.
  - Clean all serving carts and trays on a regular basis.
  - Handle and store food and drink according to hygienic standards.
  - Prepare for no notice external reviews of food hygiene and safety. These reviews will occur at least twice a year
  - Develop and maintain positive relationships with families.
  - Act as a resource person in food matters for families.
  - Attend parent meetings as required.
  - Work according to the SC Department of Social Services (DSS), the DSS ABC, and the Child and Adult Care Food Program (CACFP) nutrition guidelines.
  - Perform other duties as requested by the Director

#### **WORK HEALTH AND SAFETY**

- Maintain a clean and safe work environment while complying with all SCDC safety policies and procedures.
- Work within guidelines as detailed in the relevant DSS, ABC, and CACFP standards.
- Report all workplace accidents and hazards to the Director. Implement immediate action for identified hazards if able to do so safely.
- Participate in workplace consultative meetings as required and recommend improvements to relevant policies and procedures.
- Conduct all tasks in a manner consistent with policies and procedures.

## ***APPLICANT'S EXPERIENCE***

A competitive candidate will meet most of the following criteria:

1. Certificate in Food Handling, Nutrition and Menu Planning (or willingness to undertake)
2. Current First Aid certificate (or willingness to undertake).
3. Pass a background check with the Federal Bureau of Investigation (FBI), the State Law Enforcement Division (SC SLED), and the DSS child molestation roster (**REQUIRED**)
4. Experience and knowledge of commercial food preparation (**REQUIRED**).
5. Experience working as a cook in an early childhood setting.
6. Ability to plan varied and nutritional menus for young children.
7. Extensive knowledge of nutritional needs of children
8. Ability to accommodate special dietary and cultural needs (**REQUIRED**).
9. A record of dependability and punctuality (**REQUIRED**)

***In addition to providing a complete resume, all applicants must address each criterion above individually in their application***