



Job Description:

Early Education Center (EEC) Cook

Supervised by

Site Supervisor

General Position Information:

- Full Time 30 hours per week
- Non-exempt from overtime benefits

Benefits Package includes Dental, Vision, Medical, Alternative Healthcare (chiropractic & acupuncture), Life Insurance, 14 paid holidays and access to a CalSavers Retirement fund as well as Aflac Insurance at group rates. This benefits package is valued at approximately \$8,000 per year.

Hourly Compensation: \$18 - \$22/hour DOE

If interested, please send a cover letter, resume and 3 professional references to dbanuelos@wafwc.org

Summary of primary job functions

The Early Education Center Cook is part of the ECE staff and helps prepare quality meals for the program while following the Child and Adult Care Food Program grant requirements and all food safety standards.

Duties and responsibilities

- Create monthly menu according to CACFP guidelines as well as post and distribute the menu to EEC staff
- Following mealtime schedule, prepare and cook quality meals for Walnut Avenue Family & Women's Center Early Education Center using meal menu.
- Ensure proper preparation, portioning, and serving of foods according to standards of the Child and Adult Care Food Program (CACFP) meal patterns
- Ensure that the meals meet the requirement of the CACFP new updated meal patterns
- Complete all paper work (Meal Production Sheets) daily as required by CACFP
- Shops, for all items needed to prepare the meals and keep the kitchen clean according to the CACFP meal patterns
- Put food and supplies away in proper storage areas, labeled with dates
- Collect and wash all dishes, bottles and pots and pans while following proper cleaning procedures
- Adheres to all safety and sanitation standards
- Ensures all food in refrigerator, freezer, and dry storage are labeled and dated according to CACFP requirements
- Ensure proper food handling and utilization of all foods to prevent contamination, increase quality, and reduce cost

- Suggest menu or recipe changes as needed
- Maintain standards of kitchen cleanliness as well as maintain and clean all food service equipment and food storage areas

Job Specific Knowledge, Skill & Abilities

Walnut Avenue Family & Women's Center complies with ADA including providing reasonable accommodations.

- Regular use of hands, wrists and finger movements; ability to perform repetitive motion (keyboard), writing (note-taking). Ability to operate a computer keyboard and other office equipment
- Ability to sit and/or stand for long periods of time; twisting, bending, pushing, pulling, holding, and lifting up to 40 lbs.
- Ability to hear normal speech, hear and talk to exchange information in person and telephone
- Ability to think and work effectively under pressure; Ability to effectively serve participants; decision making, maintain a concentrated level of attention to information communicate in person and by telephone throughout a typical workday; ability to understand and retain instructions from supervisor in person, by email or by telephone; attention to detail.
- Previous experience as a cook helpful
- Bilingual (English/Spanish helpful but not required)
- Ability to prepare and cook nutritious, delicious meals according to CACFP requirements
- Experience with the CAFCP paperwork and requirements helpful but not required
- Basic knowledge about food groups and nutritious meals for children helpful
- Ability to fill out forms required for CAFCP program
- Attend CACFP training years or as needed
- All Staff must have a valid/current Infant and Child CPR and First Aid card. Must have a health screening including full immunization and a negative TB test

Agency Specific Knowledge, Skill & Abilities

- English proficiency required (verbal & written)
- All offers of employment at Walnut Avenue are contingent upon clear results of a thorough background check/fingerprinting.
- If this position requires driving (such as to grocery shop for supplies) on behalf of the agency, a DMV background check will also be required.
- Competent computer skills including basic Microsoft Office knowledge helpful but not required for this position
- Commitment to attend staff and department meetings
- Ability to professionally represent the agency through appropriate demeanor and attire
- Capable of working collaboratively and independently
- Maintain a high level of self-awareness and healthy boundaries with participants
- Desire to self-reflect and evaluate personal beliefs, biases, values, attitudes and actions

- Maintain and practice a comprehensive self-care routine
- Maintain flexibility regarding job roles and duties
- Ability to apply the strength-based model to support volunteers and co-workers
- Ability to manage volunteers including creating a welcoming environment, setting clear expectations, having healthy boundaries and addressing performance issues
- Capacity to assess, prioritize and manage multiple tasks simultaneously in a fast paced and ever changing environment with minimal supervision
- Ability to efficiently evaluate and problem solve complex issues
- Commitment to maintain a mutually respectful & supportive work environment that values and empowers team members to collectively accomplish program goals

LGBTQ+ encouraged to apply.

It is the policy of Walnut Avenue Family & Women's Center to provide equal employment, volunteer opportunities and services (EEO) to all persons regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state or local law.