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## Position Information: COOK/JANITOR

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### Position Information:

**Supervised by:** USDA Manager

**Supervises:** Does not supervise others

**Salary:** Specialist I

**Classification:** Non-Exempt

**Terms of Employment:** Seasonal

### Job Goal:

To prepare attractive USDA approved meals while keeping the kitchen and classroom areas clean and sanitary according to Health Department ordinances; to maintain adequate food stocks, kitchen supplies, and nutrition records

### Essential Responsibilities:

- Prepare creditable family-style meals for children, volunteers, and staff using UMCHS menu, menu planning sheets, standardized recipes and approved agency recipes
- Maintain nutrition records as required, including monthly receipts for USDA reimbursement
- Purchase food and supplies according to planned menu and seasonal availability
- Store food and supplies properly
- Assist in planning and preparation of classroom Nutrition Activities
- Maintain safety of the environment for staff and children
- Utilize the USDA Manager, Nutrition Services Director and Fiscal Director as resources to meet USDA and Head Start requirements
- Clean and sanitize dishes, tableware, pot, pans, etc. in a timely manner
- Maintain cleanliness of kitchen at all times
- Ensure disposal of garbage each school day
- Perform minor maintenance duties as needed (change light bulbs, minor pest control, assist in maintaining exterior of building by picking up garbage, raking leaves, removing cobwebs, etc.)

### General Staff Responsibilities:

#### Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
  - Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
  - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

### Education Requirements:

- High School diploma or equivalent

## Experience and Skills Requirements:

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- Current Food Handler's card
- Experience in purchasing and preparing culturally diverse foods for groups
- Ability to understand and use basic math
- Knowledge of Microsoft Office and ease in adaptation to new technology
- Knowledge of early childhood nutrition
- Skills in working with children
- Ability to keep accurate records
- Previous custodial experience

## Physical Requirements:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile insurance or provide a plan that will allow fulfillment of position requirements
- Frequently perform repetitive motion with hands and arms in food preparation, serving and cleaning activities.
- Continuously stand and walk for most of an 8 hour work day.
- Frequently lift, carry or otherwise move and position objects weighting up to 50 lbs.
- Frequently bend, kneel, reach, and regularly crouch.
- Maintain the safety of the environment through visual, auditory and smelling senses
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, and mop.
- Perform physical inventory of equipment and/or supplies

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## Work Environment/Conditions:

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- Requires working indoors in environmentally controlled conditions
- Requires exposure to cleaning fluids and sanitizing agents.
- Job tasks are performed in close physical proximity to other people

## Safety:

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

## Agency-Wide Requirements:

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written