

{The Valley Child Development Center}

Job Description- Early Childhood Cook

(CACFP- Child and Adult Care Food Program)

Located in Red Cloud, NE- TVCDC is a leader in early childhood education. We care for children starting at 6 weeks old up to age 12 and our maximum capacity is 80 children. Our program opens at 6:45 AM, closes at 5:30 PM, and serves 2 meals and 2 snacks daily for children in all rooms. At our center, high quality care, serving our children and their families, and creating a fun and creative learning environment are our top priorities. Everyday, we engage our children in an age appropriate, stimulating, and safe center. We maintain a level of professionalism and expect all of our employees to dress, speak, and interact with children/families accordingly. This position requires a commitment to teamwork, patience, adaptability, servant leadership, humility of spirit, a strong work ethic, and a commitment to learning and growth. This position reports to the Executive Director and Office Administrator.

We are looking for an individual with experience in cooking healthy, safe, and nutritious meals on a large scale. You must also have a great track record for coming to work daily and on time. This position, while in the kitchen most of the time, does require several positive interactions with the children on a daily basis: you will help serve the snacks and meals, assist in rooms (if necessary), and involve the children (school-age/PreK) with snack preparation. *The children will love you as you are the one who feeds them!

Core responsibilities include, but may not be limited to, the following:

- Meal Preparation & Cooking: Plan, prepare, and serve meals and snacks for children in accordance with CACFP standards. Ensure meals are nutritionally balanced and appropriate for the age group. Follow established menus and substitute ingredients as needed while maintaining nutritional integrity. Monitor food portions, ensuring they meet CACFP meal patterns and guidelines.
- Menu Planning: Assist in planning weekly or monthly menus based on CACFP nutrition guidelines. Ensure a variety of foods are included to meet the dietary needs of children. Adapt menus for children with food allergies or special dietary needs. Ability to use produce grown from our two grow towers and Edible Schoolyard (garden).
- Food Safety & Sanitation: Adhere to food safety and sanitation practices in all food preparation and storage. Maintain cleanliness of kitchen equipment, utensils, and workspaces. Ensure food is stored at appropriate temperatures and in clean, safe conditions. Keep records of food temperatures, cleaning schedules, and other necessary documentation.
- Record Keeping & Reporting & Ordering: Maintain accurate records of meals prepared and served, including portion sizes and menu changes. Assist in completing meal count forms and meal observation logs as required by CACFP. Monitor inventory of food supplies and report needs to the supervisor. Ensure compliance with all CACFP documentation requirements, including food claims and meal counts. Ensure serving

size to expense ratio is accurate at all times to present for audits. Ensure Grain Ounce Equivalent serving size is accurate and recorded. In addition, the ability to order food for service and supplies (paper towels, toilet paper, etc.) for the whole building while staying on a budget.

- Collaboration & Communication: Work closely with teaching staff to coordinate meal service times and ensure that children are served in a timely manner. Communicate effectively with supervisors and colleagues regarding food needs, concerns, and dietary changes. Foster a positive, respectful mealtime environment that encourages healthy eating and social interaction among children.

- Professional Development: Food handlers Managers License/Nutrition Specialist Certificate. CACFP comprehensive training program. Stay informed about updates to CACFP guidelines, food safety regulations, and nutrition standards. Participate in ongoing training and workshops related to food preparation, nutrition, and child care.

Professional Qualifications and Physical Requirements:

- High school diploma or GED; culinary or food safety certification preferred.
- Previous experience in food service, preferably in an early childhood setting.
- Knowledge of food safety, nutrition, and portion control.
- Understanding of CACFP guidelines and regulations is highly preferred.
- Ability to work in a fast-paced environment and manage multiple tasks efficiently.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with children and adults.
- Ability to lift up to 50 pounds and carry food supplies.
- Ability to stand for long periods of time during meal preparation and service.
- Ability to bend, twist, and reach as needed for food preparation and cleaning