**Title:** Cook/Custodian

**Department:** Child Care Center

**Reports To:** Center Director

**Position Description:** This Cook/Custodian is responsible for the general day to day cleaning of Little Jewels Child Care & Enrichment Center. He/she will also be the Cook, who will prepare and clean up before and after meals, prepare weekly menus, while complying with CACFP (Child and Adult Care Food Program) guidelines.

1. **Essential Responsibilities and Duties:** 
   * Perform daily cleaning of Little Jewels Child Care & Enrichment Center and other Epworth Village buildings
   * Create weekly menus according to CACFP guidelines and complete all necessary paperwork and reports
   * Prepare meals for children ages 6 weeks to 5 years old, including breakfast, lunch and snack
   * Properly clean and maintain kitchen area including food preparation and service equipment, storage equipment and waste removal areas
   * Responsible for purchasing of food and supplies and maintaining adequate inventory
   * Maintain accurate records for Child Care Licensing regulations
   * Maintain appropriate training clock hours as required by Nebraska Child Care Licensing
   * Represent Epworth Village, Inc. in a positive and professional manner
   * Follow all Epworth Village and Little Jewels personnel policies
   * Ability to handle sensitive and confidential matters and documents; must maintain client, financial, staff, payroll and agency confidentiality.
   * In accordance with our “team” philosophy, the person filling this position may be required to carry out or assist with other tasks in addition to the duties listed on this job description
   * Completes and reports any symptoms of child abuse and neglect to supervisor and child abuse hotline
   * Must comply with all Nebraska Child Care Licensing standards and regulations
   * All other duties as may be assigned
2. **Position Requirements:**
   * Must be at least 18 years of age and possess a valid driver’s license
   * High school graduate or equivalent preferred
   * 2 years of experience as a cook preferred
   * Must be able to follow directions with little supervision
   * Must have the ability to stoop, bend, reach overhead, lift 35 lbs and stand for extended periods of time
   * Must pass a series of background checks prior to hire, including a pre-employment and ongoing drug screen

Notice of Resignation: Two weeks written notice

Revised February 8, 2018

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_