



BOYS & GIRLS CLUBS
OF WEST-CENTRAL WISCONSIN

POSITION DESCRIPTION

Position: Club Cook
Reports To: Site Coordinator
Classification: Part-time non-exempt

Serving Times: Summer Meals Served at Noon, After School Meals served at 4pm
This position is allotted approximately 3 hours per meal to prepare, serve and clean.
Meals are served Monday-Friday excluding any holidays or Club Closures.

Position Purpose/Primary Function:

Under supervision of the Site Coordinator, the Club Cook will order, purchase, prepare, and serve meals in compliance with the USDA's Child and Adult Care Food Program. The cook will also be responsible for accurately completing daily meal counts and updating Menu as Served forms.

KEY ROLES (Essential Job Responsibilities):

1. Prepares food required for Club meals
2. Responsible for the daily operations of the kitchen
3. Ensures all recipes, food preparations, and presentations meet CACFP specifications and commitment to quality
4. Maintains a safe, orderly, and clean kitchen
5. Menu planning & product ordering
6. Ensures safe food handling procedures are following at all times.

ADDITIONAL RESPONSIBILITIES:

1. Cleans kitchen following use.
2. May need to Shop for miscellaneous food items
3. May Examine foods and supplies to ensure quality and quantity meets specifications
4. May maintains accurate inventory of program food and supplies.
5. May Transport food as needed.
6. May Completes all required food program documentation (Documents food used temperature readings, and recipes, etc. according to set procedures.
7. May be required to speak about the program
8. May participate in special programs and/or events.
9. May be required to drive Club van.
10. Other duties as assigned

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, and explain guidelines/instructions.



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External: Maintains contact with external community groups, schools, members' parents and others to assist in promoting the Boys & Girls Clubs of West-Central Wisconsin mission and purpose.

SKILLS/KNOWLEDGE REQUIRED:

1. High school diploma or equivalent.
2. Ability to integrate youth into kitchen/cooking activities
3. Ability to organize and supervise members in a safe environment
4. Willingness and ability to participate in requested training
5. Ability to obtain CPR and First Aid Certifications.
6. Ability to obtain Safe Serve Certification
7. Valid State Driver's License.

Preferred Experience

One year experience cooking food for large groups, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge of proper cooking methods and procedures. Knowledge of meal planning techniques. Knowledge of acceptable food storage and cleaning techniques. Ability to cook nutritional, tasteful, and safe food for large groups in a timely manner. Ability to properly clean kitchen appliances and utensils. Ability to order food and kitchen supplies in an economical manner and to maintain an adequate level of inventory. Ability to effectively communicate with Kids Café Program Coordinator, Boys and Girls Club staff, members, and parents.

Work is performed in a normal kitchen environment where there may be limited physical discomforts associated with working around hot stoves/ovens or cold freezers, lifting up to 50 lbs., frequent walking and/or standing, kneeling, or squatting relieved by lesser periods of sitting.

Disclaimer:

The information presented in this description indicates to be general in nature and an indication of the level of work expected of employees in this classification. It is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications, or objectives required of employees assigned to this position. The Boys & Girls Clubs of West-Central Wisconsin does not discriminate on the basis of race, religion, ethnicity, ability, or gender in its programs and employee practices.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date