



# Small Faces

Child Development Center

**Position:** Kitchen Supervisor

**Desired Description of Candidate:** The Kitchen Supervisor has complete responsibility for the essential functions of the Small Faces kitchen. The person selected for this position must be trained in the field of nutrition and cooking standards for children. This individual must be able to meet licensing requirements and demonstrate sensitivity and maturity in relating to children and adults.

**Immediate Supervisor:** Program Supervisor

**Qualifications:**

*Education:*

- Minimum: High school diploma.
- Preferred: Certificate or education pertaining to nutrition, cooking for large groups, or cooking in an early childhood setting.

*Experience:*

- Minimum: Interest in requirements of cooking at a child care facility and culinary knowledge
- Preferred: At least one year experience cooking for large groups, or cooking at a child care facility, or similar experience.

*Other Qualifications:*

- Knowledgeable in healthy food preparation best practices, Department of Early Learning licensing requirements, and state and national laws pertaining to cooking for a child care facility.
- Creative chef capable of creating healthy meals that kids enjoy
- Enjoys working with children to encourage healthy eating habits
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Proficiency in oral and written English language.
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about working with children and adults
- Seeking suggestions on menu from staff and children
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

**Essential Functions:**

- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Prepare healthy breakfast, lunch, and two snacks on time and in accordance with licensing regulations, state law, USDA child care food practices and all policies and procedures of the Center, and other regulations as needed.
- Plan and revise monthly menus
- Determine needed food and kitchen supply purchases within set budget, order and monitor food and supply inventory
- Coordinate with teaching staff to implement cooking experiences for children
- Keep a sanitary work area according to government and Center regulations
- Attend training workshops
- Read and record messages daily in the Staff message book
- Discuss pertinent problems with the Executive Director or Assistant Director
- Supervise kitchen staff
- Assist the Administration with kitchen staff evaluation
- Interact with children regularly in the classroom and on the playground
- Provide clear instructions available for substitute cook
- Completing all necessary paperwork in a neat and timely fashion including (but not limited to) weekly menus and refrigeration temperature logs.
- Wearing suitable and neat clothing for working in the kitchen.
- Attending all staff workshops, work days, and meetings as required.
- Attending all Small Faces Child Development Center family functions as required.
- In an emergency disaster, employee is required to stay at work until released by an administrative authority.
- Other duties as deemed necessary by the administration.