



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC TWO RIVERS YMCA

Job Title: Meal Preparer

FLSA Status: NON-EXEMPT

Reports to: Child Care Director

Revision Date: 03/31/2012

POSITION SUMMARY:

This position is responsible for purchasing, preparing, serving and storing all food for the YMCA Child Care Program. The Cook is to provide a clean and healthy working environment. This is to be accomplished within the licensing regulations of the State of Wisconsin.

ESSENTIAL FUNCTIONS:

Position requires employee to plan and prepare all meals and snacks. Daily record keeping of production records which include food served and amounts provided. Order and purchase all food needed. Serve all meals to children with staff assistance. Maintain a clean and sanitary kitchen area including washing dishes, area kept clean and organized, refrigerator and freezer items and food stored properly. Inform maintenance of any repairs in kitchen area.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

Position requires meeting the qualifications for food service personnel under DCF 251 Licensing Rules for Day Care Centers. Must be at least 18 years of age. This position requires high energy levels, strong organization skills and knowledge of proper food handling, preparation, storage and cleaning aids.

The listed qualifications are representative of the attributes necessary for successful performance of the position. Substitution of comparable training or abilities, as well as reasonable accommodations for persons with disabilities, will be taken into consideration. American Red Cross Community CPR w/AED and First Aid certified is a prerequisite of hire, but will allow 90 days post-hire

PHYSICAL DEMANDS:

Must be able to lift, carry and load equipment, furnishings, and program supplies (up to 50 pounds). Ability to perform all physical aspects of the position; including walking, standing, bending, climbing stairs and reaching. Must be comfortable and able to work with children

EFFECTS & RESULTS:

1. Establish and maintain a safe and healthy environment in the kitchen through room arrangement and organization.
2. Plan and prepare all meals and snacks to meet the requirements under DCF 251 Licensing Rules for Day Care Centers and DPI Child and Adult Care Food program.
3. Post a menu in the kitchen. Any changes shall be recorded on the copies of the menu kept on file and posted for parents.
4. Attend staff meetings, staff trainings, orientation and in-service of 4 hours per year of kitchen sanitation, food handling and nutrition, provided by the YMCA.
5. Establish positive and productive relationships with children and families.
6. Ensure smooth program operation that is responsive to participant needs.
7. Maintain a commitment to professionalism and quality programming for children by promoting the YMCA mission and values.
8. Support and supervise volunteers assigned to assist in the kitchen.
9. Attend to all state licensing regulations as well as YMCA quality standards. Adhere to OSHA standards and guidelines.
10. Perform other duties as assigned.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature

Date

Supervisors Signature

Date