



Transforming Parents' Lives. Improving Children's Futures.

## Learning Center Cook

Warren Village is actively seeking an energetic, passionate and dedicated Cook for our Learning Center.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

The Cook is responsible for planning and preparing nutritionally balanced and attractive breakfasts, lunches, and snacks for children enrolled in the Learning Center and staff. The Cook has the authority to perform the function of the position in accordance with the policies and standard operational procedures established by Warren Village. This person has the authority to alter the Warren Village menus to meet the specific nutritional needs as required by state regulations and to conform with the children's preferences and dietary requirements. This person has the responsibility and authority to keep records and perform all duties in a cost effective manner regarding the food service.

### Job Description - Summary

#### Essential Duties & Responsibilities:

##### Food Preparation and Service:

- Follow the Child and Adult Food Care Program's (CACFP) regulations and guidance regarding portion size and daily nutritional content
- Prepares all food and snacks in a nutritionally sound manner and in accordance with best practice for health and nutrition of children
- Foods are prepared in such a way that they are seasoned according to the developmentally appropriate needs and likes of the children
- Provides food service for special events and programs
- Collects and cleans all breakfast, lunch and snack dishes as required by licensing and to the qualifications set forth by Warren Village. Provides appropriate eating utensils and dishes
- Keeps track of paper goods orders; makes sure that orders from staff for supplies are filled in a timely manner

**Planning and Purchasing:**

- Plans meals each week taking into consideration the Warren Village menu, special regional eating habits and state regulations. Offers a varied menu with seasonal produce, showing a preference for freshly prepared foods
- Prepares four to six week rotating menu cycle
- Plans and organizes time so that food is prepared on time and neither under nor over cooked
- Purchases, prepares and serves in amounts that result in little waste (or overage)
- Plans, labels, and organizes effective and safe storage for food, cooking and serving supplies, equipment in accordance with the state and/or local regulations, as well as Warren Village expectations
- Takes advantage of donated food items and local agencies (ie Food Bank of the Rockies)
- Plans and implements dietary curriculum for the classrooms

**Maintenance of Facilities and Equipment:**

- Stores food and other supplies neatly and properly, with preparation dates and expiration dates clearly visible
- Keeps cleaning supplies stored separately and out of reach of children
- Keeps refrigerator, stove and oven hood, can opener and other appliances clean and in working order
- Checks the free-standing refrigerator/freezer thermometers daily and logs temps
- Follows daily, weekly, and monthly checklists as set forth by supervisor
- Keeps the kitchen floors, counters, meal carts and buckets clean at all times
- Upholds the standards not just of state health inspections, but the standards of Warren Village

**Records and report:**

- Keeps daily, weekly, and monthly checklists
- Keeps menu and inventory records
- Keeps accurate meal and snack count records
- Makes weekly shopping list
- Maintains quality assurance records
- Solicits food service supplier bids
- Review, approve and submit billing data on a timely basis
- Keeps copies of all receipts to ensure budget is adhered to

**Policies and Procedures:**

- Observes safety precautions as s/he works in the kitchen
- Observes personal hygiene and safety precautions required by Public Health Codes and by Warren Village
- Adheres to all other Center policies, procedures and rules
- Allows trained and licensed professionals to guide interactions with children
- Works cooperatively and willingly with others; professional, respectful and courteous in interactions with all staff and children
- Actively pursues excellence for the kitchen, contributing to the overall excellence of Warren Village

**Other duties as assigned.****Working Relationships:**

- The employee works collaboratively and cooperatively with other employees to achieve the Warren Village mission
- This position works with all Warren Village departments
- Collaboratively works with service supplier to meet Warren Village budget
- This position is supervised by the Warren Village Child Health and Enrollment Specialist

**Knowledge, Skills, and Abilities:**

- HS diploma/GED, preference towards further culinary education
- USDA experience is a plus
- Child Care Food Program procedure experience
- Children's nutritional needs as stated by the Center policies and state regulations
- Various economical food preparations and cooking methods
- Safe food handling practices
- Know and understand quantity measurements for large group food prep
- How to store food and prevent spoilage
- Completed TB test (can be sponsored by Warren Village)
- CPR and First Aid Certification (can be sponsored by Warren Village)
- Must be committed to Warren Village's mission and culture.

**Salary & Benefits:** This is a full time exempt position. Starting salary between \$32k-37k based on experience.

**Supervision & Work Relationships:** Position reports directly to the Child Health and Enrollment Specialist. Position coordinates and cooperates with Warren Village staff, residents, community partners, and volunteers. Work environment encourages individual creativity, teamwork and professional accountability. Must be committed to Warren Village's mission and culture.

**To Apply:** Interested candidates should submit the following items (as separate pdf attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org), Subject line: **Learning Center Cook**

1. Resume
2. Three professional references (to be contacted only if candidate progresses to the final round).
3. Cover letter addressing the following items (responses not to exceed 300 words each):
  - a. Describe your most rewarding professional accomplishment.
  - b. How would you approach your first month in this position?

*The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*