



9135 Stahala Drive, El Paso, TX 79924
www.suncitychristian.org/sun-city-cdc/index.html

JOB SUMMARY:

Under direct supervision, prepares and cooks food for children in our child development center. Utilizes recipes, menus, proper measurements and mixtures; and follows established food services guidelines and USDA standards.

ESSENTIAL JOB FUNCTIONS:

1. Prepares breakfast, lunch, snack, and/or snacks for children in large or branch child development programs.
2. Measures, weighs and combines ingredients for quantity preparation, following prepared menus in accordance with USDA guidelines.
3. Informs Director of menu substitutions in advance and posts menu substitutions according to USDA regulations.
4. Ensures that meals are served according to standard posted schedules by utilizing advanced preparation and time management. Prepares and serves correct food portions for each age group.
5. Ensures accurate head count in each group for each food service.
6. Maintains records of food supplies, monitors food inventory, orders and receipts food and supplies.
7. Inspects food storage areas and ensures proper food storage to prevent food spoilage.
8. Cleans kitchen daily and assists classroom staff with return of food service items and utensils.
9. Orders and maintains cleaning supplies. Orders supplies requested by classroom staff and approved by Director.
10. Conducts and attends meetings and training sessions as required, including annual participation in required hours of training per TDFPS minimum standards, or the annually required hours for accredited sites.

ADDITIONAL JOB FUNCTIONS FOR ALL EMPLOYEES:

- Follows all Sun City Child Development policies and procedures, including safety procedures, at all times
- All employees are responsible for maintaining a safe workplace environment. This responsibility includes, but is not limited to, reading and following Sun City Child Development Center emergency preparedness, and general safety procedures. Employees are also responsible for immediately reporting any safety violations of the center, employees, to the Director.
- Communicates with all levels of staff and public as appropriate to the job.
- Responsible for all equipment, supplies, documents and materials related to job.
- Communicates all problems and questions to supervisor.
- Complies with all federal, state, and local regulations.
- Assures proper storage of all records.
- May perform duties of assigned staff as needed; and performs other duties as required by supervisor.

MARGINAL JOB FUNCTIONS:

1. Assists classroom staff with serving of meals to the children as required.
2. Substitutes in classrooms as qualified and required as Assistant Teacher.

JOB QUALIFICATIONS:

1. High school graduate or equivalent required.
2. One (1) year institutional food service experience required; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
3. Prior oversight of assistant food preparers preferred.
4. Must be at least 18 years of age.
5. Knowledge of simple arithmetic required, with ability to make basic computations.
6. Ability to follow directions and routines required.
7. Must be able to cook for and serve large groups.
8. Must have an interest in children.
9. Ability to be creative and resourceful required.
10. Must be able to cope with emergencies
11. Must be able to work under pressure with interruptions.
12. Must be able to read, write, understand and communicate in English.
13. Must acquire CPR, First Aid/SIDS, DFPS background check, and FBI fingerprint and food management certifications prior to start of employment. Must maintain these certifications throughout employment.
14. If you have lived out of state in the past five years you are required to submit for criminal history and child abuse/neglect check for the different states you have resided in.
15. Must supply physician statement of current negative TB test and freedom from communicable diseases.

IMPORTANT NOTICE:

This position is not limited to those duties listed in the job description. Duties and responsibilities can be changed, expanded, reduced or deleted to meet the business needs of the Sun City Child Development Center.

WORK CONDITIONS:

May require some heavy lifting, bending, reaching, and standing for long periods of time

ESSENTIAL PHYSICAL DEMANDS	O	F	C	ESSENTIAL PHYSICAL DEMAND	O	F	C
Standing			X	twisting	X		
Walking		X		throwing			
Sitting	X			rapid working speed		X	
lifting *max wt: 150 avg wt: 25			X	crawling			
Carrying *max wt: 150 avg wt: 25			X	reaching high, low level		X	
pushing *max wt: 200 avg wt: 50		X		finger movement			X
pulling	X			feeling			X
climbing	X			speaking clearly		X	
balancing			X	hearing conversation			X
kneeling	X			hearing high acuity			X
stooping		X		seeing near			X
bending		X		seeing far			X
jumping	X			depth perception			X
running	X			color vision			X
PHYSIOLOGICAL DEMANDS				PHYSIOLOGICAL DEMANDS			
different duties & freq. changes		X		making accurate measurement according to set standards			X
different duties and occasional changes			X	working under pressure/stress			X
unvaried, recurring operations	X			making judgments in emergencies		X	
close supervision with definite instructions	X			making decisions based on judgments			X
working with people			X	making decisions based on facts/data			X
working around people			X	planning and/or supervising the activities of others			X
working in isolation				additional education		X	
WORKING CONDITIONS (ENVIRONMENT)				WORKING CONDITIONS (ENVIRONMENT)			
extreme cold	X			petroleum			
extreme heat	X			fumes	X		
temperature changes		X		dust			
wetness	X			mists			
humidity	X			gases	X		
confined spaces-cramped quarters		X		travel			
heights	X			chemical burns			
noise			X	thermal burns			

O – Occasionally **0 – 33%** **F – Frequently** **34 – 66%** **C – Continuously** **67 – 100%**

dry	X		working alone		X	
detergents		X	vibration	X		
mechanical hazards	X		chemicals (list hazardous only)			
moving objects		X				
explosives						
PROTECTIVE EQUIPMENT REQUIRED			PROTECTIVE EQUIPMENT REQUIRED			
respiratory equipment			arms, hands, fingers			X
eye protection			legs, feet, toes			
hearing protection			body protection			
head covering – protection			dermatological			
head covering – foreign substance			hair			X

EQUIPMENT AND MACHINES LIST BELOW:

Telephone; operates a variety of manual and/or automated kitchen equipment such as ovens, stoves, grills, refrigerator/freezers, toasters, fryers, can openers, mixers and blenders; uses kitchen utensils and sharp knives.