



Position: Food Specialist

Reports To:

Center Director

Position Purpose:

The food specialist is responsible for planning and preparing nutritionally balanced, attractive family style meals and snacks for I CAN's children and staff. Plans menus, taking into account Center budget and state and federal nutritional requirements for children. Keeps accurate inventory of food and supplies and orders replacements as needed. Maintains positive and supportive relationships with Center staff, children, parents, and regulatory officials.

Essential Functions:

- Prepares lunch, morning and afternoon snacks daily.
- Keeps kitchen and related work areas safe and clean.
- Plans, posts and follows approved menus that are nutritionally sound, making substitutions as needed.
- Keeps accurate inventory records and places food orders with approved vendors, all within Center food budget.
- Chops cuts, prepares and serves food in amounts that are based upon the number of children and staff who are eating that day.
- Serves food in appropriate containers at appropriate temperatures.
- Maintains safe refrigeration and storage of food, cooking and serving utensils, and equipment.
- Maintains cleanliness of stoves, refrigerators, utensils, storage room and kitchen.
- Cleans the kitchen floors, counters, and shelves.
- Stocks shelves and refrigerators safely and efficiently.
- Keeps accurate meal and snack count records as required.

Safety and Sanitary Procedures:

- Follows all I CAN and state/city health department licensing, safety and nutritional requirements; follows standards of personal hygiene, safety and sanitation, including hand washing, lifting, carrying, etc. Ensures that other staff in kitchen do the same.
- Empties and cleans trash and garbage cans.
- Washes and sanitizes dishes and cookware using sanitizer machine or local sanitizing methods as determined by local health officials.
- Understands emergency procedures and what to do in cases of fire, tornado, or chemical leak. Uses CPR/First Aid when necessary, including lifting and carrying injured children.

Reporting Relationships:

- Reports to Program Director. Works and communicates with teachers to meet needs of children coming in late, etc.



Physical and Mental Requirements:

- Frequently lifts or moves average weight as in lifting, carrying, and holding children and infants of up to 60 pounds.
- Frequently lifts, moves cases of canned goods and other foodstuffs averaging 10 to 30 pounds.
- May lift heavy weights rarely or in emergency circumstances.
- May be required to stand up to 95% of the workday.
- Able to distinguish food temperatures.
- Able to handle knives, sharp objects with dexterity to chop and prepare food safely.
- Able to stoop and bend to clean, put away and retrieve food and utensils.
- Able to physically and mentally react immediately to unexpected circumstances and emergencies.
- Able to count, record information, learn recipes and instructions.
- Able to communicate with children, staff, parents and vendors.

Qualifications:

- Previous experience in cooking and food preparation for multiple individuals is desirable, preferably in a public institution or restaurant.
- Good interpersonal and communication skills. Good personal hygiene.