

**YWCA of Richmond  
Position Description**

**Job Title:** LEAD COOK **PAY GRADE: 3**  
**Department/Program:** The Sprout School - ECE  
**Reports To:** Site Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Director of Child & Family Development  
**Prepared Date:** August 10, 2018  
**Approved By:**  
**Approved Date:**

**GENERAL PURPOSE OF JOB**

Manage the Child Nutrition and CACFP programs to provide reimbursable meals that meet the nutritional needs of all enrolled children

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Plans menu in accordance with CACFP standards, includes substitutions for Food Allergies and Cultural Preference and serving sizes
2. Uses Food Production methods to order and cook the appropriate amount of food to ensure children's nutritional needs are met in an financially efficient manner; purchases food that cannot be ordered from the Food Supply company ( at warehouse or grocery store)
3. Cooks food in quantities according to menu and number of persons to be served and in accordance with USDA regulations; provides meals to the classrooms in a manner that facilitates family style dining
4. Maintains clean and sanitary kitchen; adheres to all federal and state guidelines on food storage, preparation and serving.
5. Keeps records and accounts in accordance with YWCA policies and procedures and CACFP regulations, including recipes for all center-cooked foods and labels for all pre-packaged foods
6. Deliver meals to satellite sites if needed

**SUPERVISORY RESPONSIBILITIES**

. Supervises the cook to assist with any aspects of the Child Nutrition and CACFP programs

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); three to six months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER QUALIFICATIONS**

Clean criminal history; evidence of recent tuberculosis screening; must have driver's license and driving record that allows the individual to drive an agency vehicle

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and taste or smell. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**WORKING RELATIONSHIPS** The essential relationships needed for success in this position are: YWCA staff and management, children, parents, public at large.

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.