



## ECE Cook and CACFP Coordinator

### Summary

- Plans and prepares meals for as many as 108 infants, toddlers, and preschool children in our Early Childhood Education Center (ECEC).
- Maintains food production records and all other required data for state licensing and Colorado Adult & Child Food Program (CACFP).
- Monitors health, safety and sanitation for the ECEC food program.

### Roles & Responsibilities

- Oversees and maintains the Colorado Adult and Child Food Program
- Submission of required documents and reports to CACFP in a timely manner.
- Prepare nutritious, varied meals and snacks for children in ECEC according to the CACFP guidelines
- Deliver meals and snacks to classrooms when scheduled.
- Manage grocery and supplies inventory and receiving process
- Maintain food production records, receipts, record of meals, monthly submission to CACFP
- Manage daily kitchen operations.
- Clean all cooking equipment/utensils and all plates/cups/utensils used to serve meals and snacks in classrooms.
- Work within budget guidelines when planning meals and ordering supplies
- Maintain a safe, clean, and attractive environment based on guidelines for a Colorado licensed child care facility and the Department of Health and Sanitation
- Complete paperwork in an accurate and timely manner
- Complete Health/Safety/Sanitation Monthly Checklist in each classroom monthly
- Food preparation for mom and child for summer program (June & July)
- Other duties may be assigned
- Full-time position year round

## Qualifications

- Early Childhood Education experience preferred
- CPR, First Aid, Standard Precautions Training
- Current CACFP Training
- Health and Nutrition Training per PDIS
- Experience with at-risk youth a plus
- Minimum 2 years cooking/food preparation experience in licensed child care or similar facility
- Strong interpersonal skills and ability to work with diverse, multi-disciplinary staff
- Must be in good health, pass medical exam and TB test
- Must be able to pass Colorado Central Registry and CBI criminal record checks and must have no prior convictions of child abuse, misdemeanors or felonies
- Must be at least 18 years old
- Comfortable interacting with all staff and clients in professional manner
- Communicate with teen mothers and their children in a warm, approachable, and supportive manner
- Follow established procedure for dealing with sick children, suspected child abuse or neglect, accidents, illnesses, and emergencies
- Outstanding time management and organizational skills
- Ability to self-initiate and self-direct workflow
- Exceptionally reliable, flexible and a team player
- Ability to lift 40 pounds

### Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.