



Job Description

Position Title: Early Childhood Education Center

Job Code:

Cook and CACFP Coordinator

Reports to: Early Childhood Education Center
Director

FLSA Status: Non-Exempt

EEO Category:

Revised: April 2021

Contributor Level: Individual

Pay Range: \$15.87 - \$23.85

General Purpose:

The Early Childhood Education Center (ECE) Cook and CACFP Coordinator is responsible for providing a fresh and healthy breakfast, lunch, and snack to our children ages 1-5 that follows the Child and Adult Care Food Program (CACFP). The Early Childhood Education Cook and CACFP Coordinator reports to the Early Childhood Education Center Director.

Essential Functions:

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.

- Plans the ECE menu.
- Places food orders in accordance with the school budget.
- Tracks Record of Meals (ROM).
- Submits monthly claims to CHEARS system.
- Places orders for diapers, wipes, baby formula, and baby wipes.
- Places orders for food and sets-up for special activities with the assistance from volunteers.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Knowledge of and ability to cook healthy meals according to the measurements required in CACFP.
- Ability to independently meal plan according to budget with support if needed.
- Strong interpersonal, collaborative and teamwork skills; ability to work collaboratively and effectively with staff as well as with teen parents.
- Effective time management skills, particularly the ability to plan meals to be served in a timely manner.

- Strong organizational skills, including the ability to set up and manage a clean and efficient kitchen.
- Ability to work well under pressure, and in a fast-paced environment.

Education:

- High School Diploma or GED equivalent is required.

Experience:

- One or more years of work experience is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment. Must be able to pass Colorado Central Registry and CBI criminal record checks and must have no prior convictions for child abuse, misdemeanors or felonies.
- Must be at least 18 years old and in good physical and mental health; must pass annual medical exam per licensing requirements.

Working 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.

- Work is generally performed in an indoor environment.
- Occasional travel to conferences, meeting is necessary.
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- May be required to rotate on-call responsibilities.

Physical Activities:

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.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and / or 25 pounds frequently.

Florence Crittenton Services is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.