Cook Responsibilities and Qualifications

Per state regulation 251.04(2)(h)2

First Steps is a ministry of St. Matthew's. We expect all cooking staff to serve as models of Christian faith in their lives, in the community, and for the children under our care.

Additionally, we require cooks to exhibit the following traits:
- Be positive and sensitive to children's needs
- Prays with and for others
- Acknowledges and respects others' feelings
- Works cooperatively with others
- Encourages good behavior and corrects inappropriate behavior
- Builds and strengthens positive relationships with children, parents, other staff members, and volunteers

To follow state licensing guidelines, we also require that all cooks:
- Undergo and pass a background check including thumb printing prior to employment
- Undergo and pass a pre-employment physical exam and tuberculosis (TB) skin test within 6 months prior to beginning employment
- Earn and biennially maintain their certification in CPR, AED, and first aid prior to or within 90 days after beginning employment

Responsibilities

- Prepares all menus for morning snack, lunch, and afternoon snack in a timely manner
- Implements the cycle menus in accordance with Wisconsin licensing requirements and follows USDA requirements
- Purchases food and supplies needed for meals and snacks
- Prepares, organizes, and delivers food to classrooms
- Cleans and maintains the kitchen, food service utensils, equipment, and food storage areas per Wisconsin licensing requirements
- Maintains licensing paperwork including menus, production records, monthly adjustment sheets, inventories, and cycle menus
- Posts all changes to the menu
- Accommodates children's nutritional and allergy needs
- Participates in monthly staff meetings and fulfills required kitchen and nutritional trainings
- Communicates and works efficiently with other staff members

Education and Experience

- Graduate of an accredited high school or an equivalent
- Completes Wisconsin required food safety and nutrition classes annually