



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Cook/Substitute Teacher
- DEPARTMENT:** Maintenance & Field Support Staff
- LOCATION:** Offsite: Wichita School Readiness Program, 1516 S. Mission, Anadarko
- REPORTS TO:** WSRP Site Manager

JOB SUMMARY:

Cook/Substitute Teacher is responsible for daily preparation of meals, cleaning of kitchen/cook area, dishware, cooking ware, and maintaining highest sanitary conditions possible in food preparation and food preparation area. Will also serve as a Substitute Teacher on an as-needed basis. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Most important responsibility is the care, safety, and well-being of all children in the Wichita School Readiness Program (WSRP).
2. Maintains prompt hours and immediately notifies the Site Manager in the event of illness or absence from work.
3. Maintains a professional attitude, a flexible, positive approach to the job and must participate in achieving the objectives of the WSRP food program.
4. Responsible for the accurate submission to the Child and Adult Care Food Program monthly while meeting the State time line requirements for the Wichita School Readiness Program and the Wichita Child Development Center.
5. Responsible for ordering and maintaining adequate inventory of food for the preparation of meals and snacks on a daily basis. Checks food shipments into the center, signing invoices only after each order has been verified.
6. Prepares well-balanced, nutritional menus and distributes meals and snacks in keeping with the Child and Adult Care Food Program Policy.

7. Makes recommendations regarding the purchase of equipment and supplies in consultation with the Site Manager.
8. Maintains the kitchen and all kitchen equipment and storage areas in a clean and orderly manner. Responsible for practicing the standards respecting municipal health and safety laws with regard to commercial/institutional kitchens.
9. Responsible for redirecting all parents with concerns about the menu to the Site Manager, and works together to find a solution. Responsible for communicating with the Site Manager concerns regarding the WSRP food program.
10. Maintains recipes and carefully scrutinizes all ingredient labels for food additives and allergens.
11. Serves as a Substitute Teacher during absence of regular teacher. Takes on the duties and responsibilities for the position they are filling and performs classroom teaching duties
12. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.
13. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED, and be at least 18 years of age.
2. Prefer at least one (1) year of experience working as a cook in a child care facility, or in the food service industry.
3. Must meet minimum requirements for the position they are filling in for as Substitute.
4. Must be willing to follow the Oklahoma Child and Adult Food Program Guidelines.
5. Have the ability to interpret and follow program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
6. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
7. Must obtain food handler's permit and First Aid/CPR certification within 30 days of employment, and take appropriate Food Service Training to meet state requirements
8. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
9. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Workers usually must withstand the pressure and strain of working in close quarters, standing for hours at a time, lifting heavy pots and kettles, and working near hot ovens and grills. Job hazards may include slips and falls, cuts, and burns, but injuries are seldom serious. Frequent stressful conditions. The noise level in the work environment is usually moderate to occasionally loud.

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. Must be physically able to operate a variety of kitchen appliances and pass a physical exam. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.