



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.

