



COMMUNITY ACTION OF NAPA VALLEY

encouraging self-sufficiency

Job Announcement

JOB TITLE: Child Care Center Cook

HOURS: 32.5 hours per week

SALARY: \$11.00 per hour

BENEFITS: Health, Dental, Basic Life Insurance; 401(K) plan, vacation, sick, and holiday pay.

SUMMARY: The **Child Care Center Cook** is responsible for the preparation and service of meals for the children in the CANV Kids Development & Family Program operated by the Community Action of Napa Valley.

REQUIREMENTS AND QUALIFICATIONS:

1. Six months experience preparing and serving food in quantity
2. Knowledge of quantity food preparation techniques
3. Ability to work as a team member
4. Ability to work with minimum supervision
5. Ability to establish and maintain cooperative workplace relationships
6. Ability to interact courteously and tactfully with people of diverse backgrounds and interests
7. Ability to lift up to 25 pounds
8. Ability to place food orders on-line
9. Qualify for CPR Certificate and First Aid
10. Read and write English
11. Must pass State Criminal Record clearance
12. Must possess valid California Driver License
13. Must have access to vehicle during work hours
14. Must maintain vehicle liability insurance
15. Must maintain good driving record
16. Must show proof of a negative TB test within the last 60 days

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

HOW TO APPLY:

Visit our website at www.canv.org to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: canv@can-v.org or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER



Child Care Center Cook Job Description

The **Child Care Center Cook** is responsible for the preparation and service of meals for the children in the CANV Kids Development & Family Program operated by the Community Action of Napa Valley.

JOB TITLE: Child Care Center Cook

DEPARTMENT: CANV Kids Development & Family Program

JOB SITE: 2521 Old Sonoma Rd, Napa

REPORTS TO: Site Supervisor/Office Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare breakfast, lunch, and afternoon snacks for up to 35 young children according to State Child Care Food Program guidelines.
2. Set up meals in classrooms.
3. Clean meal service area after each meal in accordance with established sanitation guidelines.
4. Prepare monthly menus using input from Office Manager, staff and parents.
5. Order on-line/shop for groceries/monthly commodities etc.
6. Complete daily meal counts and required paperwork.
7. Clean kitchen in accordance with established sanitation guidelines.
8. Keep kitchen neat, orderly and cabinet organized at all times.
9. Attend required meetings and training programs.
10. Comply with established CANV Kids and CANV procedures.
11. Perform other related duties as assigned.

KNOWLEDGE OF:

- Quantity food preparation techniques.

ABILITY TO:

- Work as a team member
- Qualify for CPR Certificate and First Aid
- Be able to lift up to 25 pounds
- Establish and maintain cooperative workplace relationships.
- Interact courteously and tactfully with people of diverse backgrounds and interests
- Place food orders on-line
- Work with minimum supervision
- Read and write English

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. Have the ability to frequently lift 10-25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to loud.
- Center is on street level.

ADDITIONAL INFORMATION:

- Must possess a valid California Driver License.
- Must maintain a good driving record.
- Must maintain vehicle liability insurance.
- Must have access to vehicle during work hours