

Cook

Easter Seals Oklahoma has opening for a cook to prepare meals and snacks for the children and staff of the Early Learning & Inclusion Academy. Will also prepare some meals for Adult Day program.

Duties & Responsibilities:

- Need excellent communication and interpersonal skills. Ability to work well on a team.
- Ability to problem-solve and work collaboratively with teachers.
- Plan monthly menus that meet USDA child nutrition guidelines
- Order and pickup food from designated vendors
- Purchase food on-site from designated vendors and transport
- Prepare all meals and snacks with attention to food allergies and restrictions for children – Must have attention to detail to be sure each child receives food according to his/her restrictions
- Distribute meals and snacks to classrooms assuring the correct quantity for each age group
- Date rotate and stock inventory in organized manner
- Complete all paperwork related to CACFP and submit for reimbursement as required
- Maintain a sanitary kitchen - wash dishes, countertops, empty trash and mop floors daily
- Attend and be a part of in-service sessions, staff and team meetings

Qualifications:

- High School graduate or the equivalent, at least 18 years of age
- One year experience working in CACFP food program
- Ability to lift up to 25 lbs up to 20 times per day
- Valid food handler certificate (must be obtained within 60 days of employment)

Hours are 7:00am – 3:00pm Monday –Friday. Easter Seals Oklahoma offers a generous benefit package which includes paid holidays, vacation and sick days, and two personal days per year. We also offer medical and dental (50% paid by ESOK), life insurance (100% paid by ESOK), and retirement after 1 year of service (5%). Other available insurance at employee cost are vision, supplemental insurance, and flexible spending account.