



**Respite Care Mission Statement:** Respite Care, Inc. is a non-profit organization in Larimer County that is providing short term quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.

**Respite Care Philosophy:** Respite Care believes that a child with special needs is a child first and his or her challenges are secondary. With this mission and philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual child.

<b>Job Title and Description</b>
<p>JOB TITLE: Kitchen Manager / Cook            FLSA CLASSIFICATION: Nonexempt            EMPLOYMENT STATUS: Regular, Part-Time            HOURLY WAGE: / SALARY RANGE: \$15-17/hour, depending on experience and education            WORK HOURS: 30 hours per week, Monday – Friday, 8:00 am – 2:00 pm / 12:00 pm – 6:00 pm            REPORTS TO: Staff Manager            REVISION DATE: 04/22/2021</p>
<b>Scope of Position</b>
<p>The Kitchen Manager plays an important role at Respite Care, Inc. by providing healthy meals and snacks for children and team members and by maintaining a clean, safe Kitchen that meets requirements set forth by the Department of Public Health &amp; Environment.</p> <p>The Kitchen Manager is responsible for planning meals and snacks that meet current USDA child and adult care food program meal pattern requirements. The Kitchen Manager is also responsible for maintaining the Kitchen in a way that adheres to the Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado.</p>
<b>Key Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Completing all necessary trainings</li> <li>2. Planning, preparing, and serving nutritious meals and snacks</li> <li>3. Maintaining a clean Kitchen and Dining Room area</li> <li>4. Shopping for groceries and other household supplies</li> <li>5. Completing daily, weekly, and monthly tasks that contribute to a safe and efficient Kitchen</li> <li>6. Communication with Kitchen Assistant and Child Care Specialist team</li> <li>7. Other duties as assigned</li> </ol>
<b>Working Conditions</b>
<ul style="list-style-type: none"> <li>• Ability to use computers</li> <li>• Ability to communicate professionally via email, phone, and in person</li> <li>□ Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs.</li> <li>□ Ability to sit or stand for up to 6 hours per day</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Must be a reliable and engaged team member who prioritizes effective communication</li> <li>• Must be solutions oriented and have a positive attitude</li> <li>• Must be adaptable</li> <li>• Must possess a valid, current driver's license</li> <li>• Must maintain Colorado Food Handler Card Training (Respite Care will set up initial training)</li> </ul> <input type="checkbox"/> Kitchen and/or Child Care experience preferred
<b>Hours and Time Off</b>
<ul style="list-style-type: none"> <li>• Must be available to attend occasional staff meetings, weekend events, staff retreats and fundraising events</li> <li>• Time off must be approved in advance by Staff Manager</li> </ul>
<b>Supervisory Responsibilities</b>
<input type="checkbox"/> Supervises Kitchen Assistant, with support from Staff Manager

**Equal Opportunity Statement**

Respite Care, Inc. provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

**At-Will Employment**

All employment with Respite Care, Inc. is voluntary and is subject to termination by you or Respite Care, Inc. at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, that Respite Care, Inc. will continue your employment for any set period of time.

**Additional Duties**

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Activities, duties, and responsibilities may change at any time with or without notice with direction from Respite Care, Inc.

Employee signature below constitutes employee's understanding of the requirements and essential function and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

*To apply, please email a cover letter and resume to [jointheteam@respitcareinc.org](mailto:jointheteam@respitcareinc.org)*