



## Kitchen Manager / Cook Job Description

**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>
Kitchen Manager/Cook FLSA CLASSIFICATION: Nonexempt EMPLOYMENT STATUS: Regular, Full-Time SALARY RANGE: \$35,000-\$39,000, depending on experience and education WORK HOURS: 40 hours per week, days and schedules may vary REPORTS TO: Staff Manager REVISION DATE: 10/04/22
<b>Scope of Position</b>
The Kitchen Manager/Cook is responsible for guaranteeing that the children are served nutritious, good tasting, and appealing meals and snacks. It is the Kitchen Manager's responsibility to prepare these meals and snacks by sanitary methods that maintain high nutrient levels. The Kitchen Manager/Cook purchases all food and supplies necessary while keeping accurate records. This position involves extensive organizing, problem solving, and time management.
<b>Key Responsibilities</b>
<ol style="list-style-type: none"><li>1. Plans menus and purchases food and supplies necessary to prepare snacks and meals (am snack, lunch, pm snack, and dinner), for the number of enrolled children and program staff.</li><li>2. Prepares and serves meals and snacks in such a way that a minimum of nutrients are lost from foods, also ensuring foods taste good and look appealing.</li><li>3. Maintains established standards of sanitation, safety, and food preparation and storage as set by the local and state Health Departments; maintains an orderly, sanitary, and safe kitchen, dining room, and pantry.</li><li>4. Modifies menus and recipes and prepares foods to meet the developmental, medical, and feeding needs of all children with disabilities, including close attention to food allergies.</li><li>5. Shares duties with the Kitchen Assistant for efficient functioning of food service program.</li><li>6. Maintains cost control, budget and inventory systems.</li><li>7. Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.</li><li>8. Participates in all emergency drills and environmental safety activities.</li><li>9. Performs other duties, as assigned.</li></ol>
<b>Working Conditions</b>
<ul style="list-style-type: none"><li>• Ability to use computers and look at monitors for up to 8 hours per day</li><li>• Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs.</li></ul>

Ability to sit or stand for up to 8 hours per day
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Must be willing to attend a Food Safety/Food Handlers training</li> <li>• Must be willing to become familiar with the Child and Adult Care Food Program (CACFP) and, through menu planning, support Respite Care in qualifying for CACFP funds</li> </ul>
<b>Hours and Time Off</b>
<ul style="list-style-type: none"> <li>• Must be available 9:00am – 5:00pm OR 10:00pm-6:00pm, Monday – Friday</li> <li>• Must be available to attend occasional weekend or evening events, including staff retreats and fundraising events</li> <li>• Time off must be approved in advance by Staff Manager</li> </ul>
<b>Benefits</b>
<ul style="list-style-type: none"> <li>• Professional development opportunities</li> <li>• Paid Time Off and Sick Leave</li> <li>• Child Care (up to 5 years of age)</li> <li>• Health, Vision and Dental Insurance (\$350 monthly stipend)</li> <li>• Life insurance</li> <li>• 401(k) matching</li> <li>• Incredible work environment and culture surrounded by passionate and invested team members who value the mission of the organization and our role in the community</li> </ul>

**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 \_\_\_\_\_