



JOB DESCRIPTION:	Cook		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	EC Program Coordinator		
EEO CLASSIFICATION:	Service Worker	FLSA STATUS:	Non Exempt
CUPA HR CLASSIFICATION:	#817020	DATE APPROVED:	10-DEC-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Prepares a variety of nutritional meals in compliance with established standards, regulations, and requirements.

DUTIES:

1. Prepares daily meals for young children and serves breakfast, lunch and snacks to the children.
2. Performs a variety of food preparation, set-up, and production activities.
3. Maintains serving standards set by CACFP and accurate inventory of food and supplies for snack, breakfast, and lunch.
4. Performs routine cleaning and maintenance of kitchen areas and equipment.
5. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Must be 18 years of age. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge in food preparation for large groups including basic nutrition, food sanitation and safety. Knowledge of the safe and proper use of all equipment, machines, utensils, chemicals and cleaners and proper handling and storage of food items. knowledge of all applicable federal, state, and local regulations, standards, and requirements for preparation of meal services to students. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. Normal kitchen environment. May be required to lift normal kitchen equipment and supplied. Ability to read specification and ensure kitchen standards of cleanliness and safety. Able to speak clearly to provide instruction to others in the area. Ability to communicate via telephone, telephone systems, and face-to-face interactions. Requires ability for cooking, writing logs and tracking inventory, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged standing. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort,

and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)