

JOB DESCRIPTION:	Lead Cook		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	Early Childhood Program Coordinator		
EEO CLASSIFICATION:	Service Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	810030	DATE APPROVED:	10-DEC-2020
		DATE MODIFIED:	17-MAR-2025

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

DUTIES:

1. Designs and implements a well-balanced and healthy food program appropriate for young children by preparing breakfast, lunch, and snacks that will need to be in accordance with the Federal Regulations required by the Child and Adult Care Food Program.
2. Maintains accurate inventory of food and supplies for snack, breakfast, and lunch.
3. Performs routine cleaning and maintenance of kitchen areas and equipment.
4. Reviews inventory levels of perishable and non-perishable food items based on upcoming menu specifications.
5. Prepares shopping list and obtains necessary food items by shopping at local stores.
6. Participates in regular staff meetings and attends yearly training.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Must be 18 years of age. Must have a minimum of 6 months of experience in food preparation and coordination environment. 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): 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. Ability to clearly communicate to provide instruction to others in the area. The ability to communicate via telephone, telephone systems, and face-to-face interactions. The ability to complete tasks of cooking, writing logs and tracking inventory, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged standing.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.

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)