



Islamic Services Foundation

Job Description

Job Title: Preschool Cook – LHA

Position Type: Exempt

Reports to: Director of Preschool

Work Hours: 7:30 A.M. – 4:30 P.M.

The Preschool Cook is responsible for ordering, preparing and serving nutritionally balanced meals for Pre-k-Kindergarten classes.

Responsibilities and Duties:

- Prepare weekly menus
- Prepare breakfast, lunch and afternoon snacks for PK and KG classes
- Work with administration for approval
- Maintain a clean and organized kitchen, including all food storage areas
- Ensure all food items are checked for expiration dates
- Make weekly food orders through vendors
- Serve meals to each classroom on time
- Meet health and safety and environmental health requirements at all times
- Liaise with nursery staff regarding children's specific dietary requirements

Qualifications:

- Experience is preferred
- A current Food Hygiene Certificate
- A current First Aid Certificate
- An awareness of food allergies
- Ability to order correct amounts of food and control kitchen stock
- Ability to manage own time and prioritize tasks