



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking a passionate and energetic **Lead Cook** for our Head Start Early Learning Center in **Trinidad, CO**. This position is a regular **school year** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

Position Summary:

The Lead Cook will lead the kitchen in the planning and preparation of nutritious meals. The Lead Cook is responsible for ensuring the center maintains a clean and sanitary kitchen. Responsible for oversight of all kitchen staff.

Duties and Responsibilities:

- Plans and directs the preparation and serving of all food at the center.
- Determines the quantity of food to be prepared each day.
- Responsible for the ordering and security of food and non-food supplies and shipments.
- Responsible for all required food service and CACFP paperwork, including but not limited to, temperature logs, production logs, inventory, invoicing, Purchase Orders and Purchase Requisitions, etc. Frequency varies based upon type of paperwork required.
- Assigns, directs, plans and supervises the work of kitchen employees.
- Supervises and instructs on the safe and efficient use of all kitchen equipment.
- Instructs new employees on performing their assigned tasks.

- Responsible for maintaining a clean and sanitary kitchen that meets health and safety standards that meet Colorado Health Department Rules and Regulations.
- Responsible for maintaining kitchen inventories and equipment.
- Responsible for submitting monthly expenditure.
- Responsible for preparing meals that are visually appealing and nutritious.
- Direct supervision of Cook Assistant and Cook Aide staff.
- May be required to assist Center Supervisor with staff, parent and children's nutritional needs.
- May be required to work with consulting Registered Dietitians.
- Responsible for all foods and menu items produced to comply with health care action plans involving food allergies, specials diet statements, food preferences and fluid milk alternatives.
- Other related duties as assigned.

Education, Credential, and Qualifications Requirements:

- High School Diploma or GED required.
- ServSafe Kitchen Manager Certification.

Experience & Skill Requirements

- Minimum of 1-year food service experience.
- Minimum of 1-year supervisory experience (including performance feedback, approval of time worked, etc.).
- Experience in food and meal preparation in large quantities.
- Experience in interpreting special dietary requirements and modifying menu modifications.
- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Knowledgeable in applying strategies to work with diverse populations.
- Must have excellent communication skills (i.e. read, write, and understand written and oral communications).
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to work within a developed schedule and meet assigned deadlines.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Knowledge and awareness of Department of Health and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be people oriented and demonstrate teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Must be able to work independently and within a group setting.

- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

Screening Requirements

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check (via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand for long periods of time; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate to loud. The kitchen area(s) may be warm and wet floors may exits at times. Proper foot wear and safe attire is required at all times in the kitchen area(s).

Work Schedule: Monday – Friday

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer