



Childcare Center Cook/Classroom Float

Norfolk Kids Collaborative

Position Summary

The Childcare Center Cook/Classroom Float is responsible for preparing and serving nutritious meals and snacks while maintaining a clean, safe, and organized kitchen. The Cook follows established menus, USDA Child and Adult Care Food Program (CACFP) requirements, and Nebraska Childcare Licensing Regulations.

When needed, the Cook/Classroom Float also provides classroom support and assists teachers in maintaining a safe, nurturing environment for children.

Key Responsibilities

Food Preparation & Nutrition

- Prepare and serve meals and snacks according to established menus and schedules.
- Follow CACFP nutrition, portion, and documentation requirements.
- Accommodate approved food allergies and dietary restrictions.
- Follow safe food handling and temperature requirements.

Kitchen Safety & Sanitation

- Maintain a clean, organized, and sanitary kitchen.
- Properly clean and sanitize kitchen areas, dishes, utensils, and equipment.
- Store, label, and rotate food appropriately.
- Monitor food expiration dates and prevent cross-contamination.

Inventory & Operations

- Monitor and purchase food and kitchen supplies as needed.
- Properly receive and store food and supplies.
- Maintain required kitchen and food service records.
- Report equipment, food safety, or maintenance concerns.

Classroom Support

- Assist classroom staff with daily routines and activities when needed.
- Support positive and respectful interactions with children.
- Follow all child safety, supervision, and center policies.

Teamwork & Compliance

- Work cooperatively with teachers, administrators, and other staff.
- Participate in required training and professional development.
- Maintain compliance with Nebraska Childcare Licensing Regulations, CACFP requirements, and NACC policies.
- Report safety concerns, injuries, suspected abuse or neglect, or other concerns according to center procedures.

Qualifications

- Must be 19 years of age.
- High school diploma or equivalent preferred.
- Previous cooking or food service experience preferred.
- Childcare or institutional food service experience preferred.
- CACFP experience preferred.
- CPR/First Aid certification or willingness to obtain upon hire.
- Successful completion of required background checks.
- Ability to safely prepare and handle food.
- Ability to work cooperatively with children and staff.
- Ability to work in a fast-paced environment.

Core Skills & Attributes

- Dependable and organized.
- Knowledge of basic food safety and sanitation.
- Ability to work independently and as part of a team.
- Strong communication skills.
- Patient, respectful, and comfortable working around young children.
- Commitment to providing a safe, healthy, and welcoming environment.

Reports To: Executive Director

Location: Norfolk, Nebraska