



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Reviewed and Approved 10.25.2023

Position:	Kitchen Manager
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Childcare Director

GENERAL DESCRIPTION:

Lenape Early Learning Center is seeking an individual with kitchen, restaurant or culinary experience to serve as our Kitchen Manager. This individual will be responsible for following and implementing all USDA food program paperwork and child meal pattern plans. This individual will create monthly menus in accordance with program nutrition requirements. The ideal candidate must be a go getter who likes a fast-paced work environment. This person will work collaboratively with LELC Director and the other members of the Administrative Support Staff. This person will be responsible for creating and providing nutritional content and educational experiences to classrooms on an ongoing basis. This person will need to work to fulfill all grant objectives, and compliance. This person will directly oversee the operations of the LELC Kitchen and the kitchen staff. This individual should have a minimum of one-year

experience as an institutional cook and receive the minimum training requirements established by the Department of Human Services (DHS) This is a Salary position and sometimes may require travel, or occasional overtime on evenings and or weekends.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
- Oklahoma Food Handlers Permit or be willing to receive.
- Must have completed COVID-19 vaccination or willing to complete vaccination series within 45 days of hire.
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies.
- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing.
- Requires a high level of personal integrity and ethics.
- Requires a high level of problem solving, organization skills, and must be a self-starter.
- Requires good interpersonal, communication, and teamwork skills.
- Requires a high level of confidentiality and flexibility.
- Ability to pass a criminal background check and drug screening.

DUTIES AND RESPONSIBILITIES:

- Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with OKDHS, USDA, Head Start, and CACFP guidelines.
- Understands and strictly adheres to health, safety, food handling, and sanitation requirements before, during and after meal preparation.
- Follows menu guidelines and adjusts when necessary due to the availability of menu items or an individual child's needs.
- Maintain list and be aware of center food allergies and concerns. Prepare alternate menu items as needed for the affected children.
- Prepare assigned menu and participate in family-style meals with children, volunteers, and staff.
- Work in conjunction with the LELC Director and Support Staff to monitor family style dining in classrooms and document as appropriate.
- Maintain food service record-keeping and reporting as required by CACFP guidelines.
- Manage ongoing inventory of food and supplies.
- Check food deliveries for accuracy and for good quality.
- Store food and supplies properly. Date all canned, boxed and bagged foods. Use the FIFO method of inventory.
- Monitor and maintain proper food temperatures.
- Monitor and maintain proper daily temperature logs of all refrigerators and freezers.
- Plan and participate in nutritious cooking activities with children.
- Maintain personal professional development plan and Professional Development Ladder (PDL) to ensure continuous quality improvement as well as meeting OKDHS and EHS standards.
- Maintain client, employee, and agency confidentiality.

- Represent the Tribe and LELC in a positive way to promote unity and be a positive role model for families, co-workers, and children.
- Be willing to gain more knowledge, experience, and training in the field of Early Childhood Development by attending virtual and in person training.
- Other duties as assigned by the LELC Director.