

Program Chef

St. Luke Early Childhood Center

St. Luke the Evangelist Catholic Church

1750 Riverstone Ranch Drive
Pearland, Texas 77089

Summary:

A Program Chef at St. Luke's ECC is responsible for overseeing all aspects of the ECC food program. Including hygiene, implementation of cycle menus, implementing substitutions as needed, meal preparation, food distribution to rooms, supervision of Food Program Assistant, record keeping of inventory, ordering supplies and all kitchen operations. Ensures adherence to Child and Adult Care Food Program guidelines and all public health regulations regarding food storage and preparation. All SLECC employees are responsible for establishing and maintaining a safe, healthy and nurturing learning environment in accordance with the Minimum Standards put forth by the Texas Department of Health and Human Services. Program Chef is responsible for working in conjunction with the entire faculty to maintain the vision, mission and safety of all children enrolled. St. Luke the Evangelist Early Childhood Center is accepting applications for a full-time kitchen employee (6:45-3:45 meal times). Our program serves breakfast, am snack, lunch and pm snack.

Knowledge, Skills and Experience:

- Flexibility to support team members from other age groups and to schedule changes as explained by the Director and/or assigned personnel.
- Basic cooking skills plus experience in food service and volume meal preparation.
- Ability to do simple mathematical calculations to assist with recipe facilitation
- Certification Requirements: CPR and First Aid, Pre-service training as prescribed by Texas Department of Protective and Regulatory Services, Safe Environment Training.
- High School Diploma mandatory
- Food Manager's Certification preferred, but not necessary

Physical Demands

- For the facilitation of child safety, and potential emergency situations we require a lifting ability of 30lbs minimum. The physical demands of moving and reacting quickly are essential functions of this position.

Job Responsibilities:

- Implements the cycle menu in accordance with policies, procedures, and established practices, budget requirements, and the guidelines established by the Child and Adult Care Food Program.
- Prepare nutritious meals and snacks for enrolled children; prepare substitute items for children on restricted diets. Organizes and distribute food to the classrooms for meals and snacks including meeting the time of day meal service guidelines required by the Child and Adult Care Food Program (CACFP).
- Practices safe food handling techniques in food preparation and storage.
- Maintains a safe and sanitary kitchen, pantry and storage areas. Cleans and maintains kitchen. Washes and sanitizes food service utensils, equipment, and food storage areas to state standards.
- Read, periodically review, and constantly adhere to the Department of Family Protective Services Minimum Standards for Child-Care Centers.
- Know and follow procedures for reporting any observed or reported abuse and/or neglect.
- Support the school by participating in staff development opportunities and special school events.
- Attend staff meetings, age level team meetings, the annual Archdiocese Conference and other in-service training requested by the Director. For all meetings/activities related to work, guaranteed childcare should not be expected. Please verify, for each event, whether bringing a child(ren) is permitted.
- Adhere to all policies and codes enforced by St. Luke ECC, City of Houston, City of Pearland, USDA, and Department of Family and Protective Services.

Send resumes to: ECCDirector@stlukescatholic.com