

2190 South Razorback Road
Fayetteville, AR 72701
(479) 249-6113
info@prismeducationcenter.org

Assistant Cook Job Description

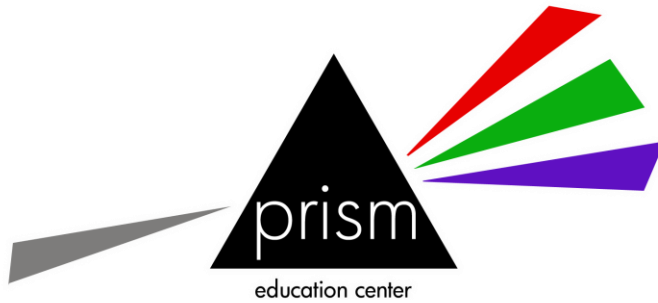
Prism Education Center is a values-based non-profit organization located in Fayetteville, Arkansas. The mission of Prism Education Center is to develop children of knowledge, insight, integrity, and wisdom who will impact every sphere of society by expressing and representing a standard of excellence. Prism fulfills this mission through preschool, private school, summer school, and after school programs for children ages 6 weeks to 17 years of age. The faculty, staff, and service members of Prism Education Center are committed not only to the intellectual development of students, but also the holistic development of students. Consequently, students at Prism are provided numerous activities including character development programs, arts education, physical fitness activities, social and emotional learning, and numerous other programs that build character, content knowledge, and capacity in students served through Prism's programs. Values are integrated not only in the instruction and content of each lesson, but also in the lifestyle of the individuals who teach and serve at Prism Education Center. Prism Education Center has three campuses in downtown Fayetteville: Prism Willow Heights which houses students 6 weeks to 5 years of age, Prism South which houses students 4 years to early primary school, and Prism North which houses students in upper primary (8 years) to high school (17 years).

Position Description

Prism Education Center values meals and meal times very highly. The food that is served on a daily basis is, in many ways, a core part of who Prism is. Students sit down to meals together as a class and eat family style. In order to successfully work in the kitchen at Prism, one must recognize the importance of the role. It is not just about making sure food gets delivered to classrooms on time. More importantly, it is about students receiving a hot meal that they can sit and enjoy with their classmates. The kitchen at Prism Education Center is a fast-paced environment that functions best under order and structure. Prism Education Center operates under the Child and Adult Care Food Program, as well as the National School Lunch Program. Both of these are government programs that require food usage tracking on a daily basis.

Supervisor(s): Directly reports to the Food Program Coordinator, and under the supervision of the Prism Education Center Executive Director.

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Essential Job Functions

Responsibilities will include, but are not limited to the following:

- Maintains a student/service focus while performing duties
- Reports any problems to the Food Program Coordinator
- Knows and complies with the USDA portion sizes
- Maintains an orderly, sanitary, and safe kitchen
- Prepares all food items as directed in a sanitary and timely manner
- Has understanding and knowledge of how to properly use and maintain all equipment in the kitchen
- Maintains established standards of sanitation, safety, and food preparation and storage as set by the local and state health departments
- Delivers foods from the kitchen to Prism campuses and classrooms ready to be served as suitable for the children's age and development
- Complete opening and closing checklists
- Participates in all emergency drills and environmental safety activity
- Participates in Prism Education Center's self-evaluation
- Participates in general staff meetings

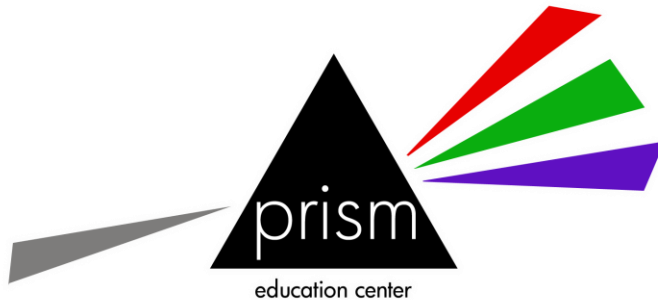
Disposition and General Responsibilities

The positive environment of Prism Education Center exists solely as a result of the attitude, position of service, and commitment to excellence displayed by the leadership, faculty, staff, and service members of Prism Education Center. The culture of Prism Education Center is a major component of the success of Prism's programs and is highly protected to ensure continuance of the values and culture highly esteemed by the organization and its program recipients. Prism Cooks must embody the same commitment to uphold this culture.

Qualified candidates must:

- Be able to work in a fast-paced kitchen environment
- Possess a positive attitude and work well with other team members
- Be able to communicate clearly with supervisor
- Be willing to follow direction and ask questions for clarification if needed
- Be able to work calmly and effectively under pressure
- Possess problem-solving abilities
- Be self-motivated and organized

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- Be able to read and follow a recipe
- Have a clean driving record
- Be able to pass all background checks

Schedule:

This position is a full-time position with standard hours of 7:00 AM to 4:00 PM. Some flexibility for these hours may be allowed, but will be established in writing in the Cook's contract. Hours outside of this time for professional development may also be required.

Start Date and Contract Term

Start Date:

The official contract start date will be May 22, 2017.

Contract Term:

Minimum Qualifications:

- CPR Certification or acquire such certification within 90 days of employment
- Participation in Prism Education Center's Food Program Training

Preferred Qualifications:

- Two or more years of experience cooking in a licensed child care facility
- Prior work experience in the food service industry

Physical and Environmental Requirements

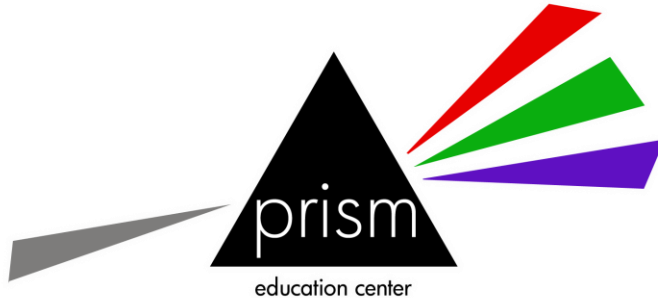
Must be physically able to perform the job of Cook. Example: able to lift food containers and/or cooking equipment up to 40 lbs. Able to stand for extended periods of time. Must be able to work in a warm kitchen environment.

FSLA Status: Non-exempt

Salary Range

- Hourly pay ranging from \$8.50 to \$9 per hour
- Meal Plan

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- Uniform Stipend

Application Process:

Interested applicants should e-mail to info@prismeducationcenter.org. Address your email to Misty Newcomb and provide a narrative describing your interest in education and in Prism Education Center's Food Program, and request for application. Receipt of your resume will be confirmed and forwarded to the appropriate personnel.

Other Helpful Links:

Information about Prism Education Center
<http://prismeducationcenter.org>

Information about City of Fayetteville
<http://www.fayettevillear.com/>

Information about Cost of Living in Arkansas
<http://www.arkansas.com/relocate/financial/>