



Happy Days Preschool

A Ministry of Grace United Methodist Church
250 N. Mill St.
Nashville, IL 62263
Ph: 618-327-8407
www.nashvillegraceumc.com

Position: Food Service Lead and Cook

Posting Date: April 27th, 2026

Compensation: \$15.50 hourly

Happy Days Preschool is a licensed childcare facility through the Illinois Department of Children and Family Services (DCFS). All hiring practices follow DCFS regulations, including required background checks and compliance with state licensing standards.

All applicants must email a copy of their resume to nashvillegraceumc@gmail.com or provide printed resume to the church office manager, Tanya Stewart.

Required Qualifications:

TITLE 89: SOCIAL SERVICES
CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SUBCHAPTER e: REQUIREMENTS FOR LICENSURE
PART 407
LICENSING STANDARDS FOR DAY CARE CENTERS

Subpart D: Staffing

Section:

407.100 [General Requirements for Personnel](#)

407.110 [Background Checks for Personnel](#)

407.330 [Nutrition and Meal Service](#)

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Job Requirements:

1. Food Handler Certification or a Certified Food Protection Manager (CFPM) certification
2. High School Diploma

Core Responsibilities:

1. Plan and prepare nutritious, balanced meals in accordance with DCFS guidelines and dietary requirements
2. Shop for food and kitchen supplies, ensuring cost-effectiveness and proper inventory levels
3. Perform meal prepping tasks
4. Responsible for menu planning and suggest improvements based on student preferences and nutrition guidelines
5. Cook and serve meals to students and staff in a timely and efficient manner
6. Maintain a clean, organized, and sanitary kitchen at all times
7. Wash dishes, utensils, and kitchen equipment after use
8. Adhere to all food safety and sanitation regulations (e.g., proper food storage, temperature control)
9. Monitor and manage food inventory, minimizing waste
10. Accommodate special dietary needs, allergies, and restrictions
11. Operate kitchen equipment safely and report any maintenance issues
12. Ensure compliance with health inspections and school policies