

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CDC FOOD SERVICE SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Director of Child Development Center, prepare and cook main dishes and other food for the Child Development Center (CDC); plan menu according to established recipes and federal regulations and guidelines; clean and maintain kitchen equipment, utensils and dishes.

### **REPRESENTATIVE DUTIES:**

Prepare a variety of nutritionally-balanced meals and snacks for children and adults of the CDC; create menus for review by Director and parents; maintain food quality and nutrition standards in compliance with USDA regulations and guidelines for nutritional and portion-size requirements. *E*

Plan menus and food requirements to meet nutritional requirements of children; follow, adjust and extend recipes; check recipes to assure adequate supplies of ingredients; modify and change menus as needed to remain in compliance with nutritional guidelines; prepare and post weekly menus. *E*

Conduct a weekly inventory of foodstuffs and USDA commodities; order or purchase foods, supplies, utensils and other food service items for the CDC to ensure adequate inventory levels; prepare itemized grocery breakdown sheets. *E*

Unload, inspect and check items received against purchase order to ensure appropriate types, quantities and condition of foodstuffs; store and rotate inventory items. *E*

Prepare meals for children with allergies and other special dietary needs or restrictions. *E*

Prepare meal trays; clean and maintain kitchen area and equipment, such as appliances, dishes and utensils, in compliance with health and safety regulations. *E*

Complete daily menu records and meal production records according to federal guidelines; prepare records and reports for grocery purchases. *E*

Operate a variety of commercial kitchen equipment and appliances such as ovens, food processors, dishwasher, slicers and blenders; prepare daily meal trays for children and staff. *E*

Coordinate with teachers to provide nutritional education; provide nutrition information, suggestions and recommendations to parents of CDC children.

Review and submit monthly meal reimbursement claims; calculate meal count sheets for

data input.

Assign duties, train, and assist in evaluating student workers.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and methods of quantity food service preparation, serving and storage.

Menu planning and nutritional standards and guidelines, including substitutable food groups.

Sanitation and safety practices related to cooking and serving food.

Operation and use of standard kitchen equipment, utensils and measurements.

Health, safety and sanitation regulations.

Principles of providing work direction to others.

Food-related weights and measures.

Storage and inventory practices related to foods.

**ABILITY TO:**

Cook and prepare main dishes and entrees in large quantities.

Read, follow, adjust and extend recipes.

Operate and care for a variety of kitchen equipment and appliances.

Comply with health, safety and sanitation standards and regulations.

Provide work direction to others as assigned.

Establish and maintain cooperative and effective working relationships with others.

Organize work to meet schedules and time lines.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by 15 college-level units in child nutrition, dietetics or related field and two years of quantity or institutional food service and preparation experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

Certified Food Worker Certificate.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Child Development Center and Kitchen Environment:*

Position requires standing for extended periods of time, heavy lifting (up to 50 pounds), bending from the waist, pushing objects, dexterity of hands and fingers to prepare foods and operate kitchen tools and equipment, seeing to operate equipment and prepare food, and reaching overhead, above the shoulders and horizontally.

Incumbents may be exposed to extreme heat and cleaning chemicals.