



## **CHILD DEVELOPMENT CENTER FOOD SERVICE COOK**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, plan, organize, and prepare the child development center culinary program; facilitate the food service production using proper hygiene and sanitation practices and following the children and adult nutritional guidelines.

### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for the child development center food service operations to include food preparation, purchasing, housekeeping, inventory, and recordkeeping in accordance with guidelines and food quality standards.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Plan and prepare a balanced rotating menu based on the requirements of the Child and Adult Food Program considering dietary and cultural requirements of the children.
2. Practice safe food handling techniques in food preparation and storage.
3. Read food recipes and understand culinary terminology to provide good menu planning techniques.
4. Safely operate food service equipment.
5. Maintain food inventory and proper rotation of perishable food; plan for and provide assigned supervisor with list for purchases of food and necessary

supplies needed to provide a nutritional food service; purchase food and supplies.

6. Maintain verification of food and non-food purchases to meet program requirements. Maintain a daily meal production record following the requirements.
7. Maintain record of menus. Obtain and retain manufacturers specifications (nutrition labels) for any commercially prepared food items.
8. Assist the supervisor in creating a monthly menu to meet the meal program pattern requirements.
9. Maintain a safe, sanitary kitchen and food storage area. Maintain refrigerator and freezer and all foods at correct temperatures.
10. Attend child and adult food program trainings as required.
11. Perform job related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Operation of standard kitchen equipment, utensils, and measurements.
- Health and safety regulations pertaining to food service and sanitation.
- Record keeping and report preparation techniques.
- Cooking and meal planning.
- Oral and written communication skills.

### **Skills and Abilities To:**

- Prepare and maintain accurate reports and records.
- Perform mathematical calculations and measurements accurately.
- Read and follow recipes in food preparation.
- Apply time management and organizational skills in food service.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

**Education and Experience:**

High school graduate or equivalent and specialized training in food services, nutrition, or a related field food service experience.

**Certificates, Licenses, Special Requirements:**

Possession of a California Food Handler's Card upon employment.

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS****Work Environment:**

Indoor kitchen environment.

**Physical Demands:**

Must possess mobility to work in a kitchen environment with vision to read printed materials, ability to hear and speak in person and over the telephone. Finger dexterity is needed to prepare meals and maintain records. Must possess physical ability to bend, stoop, kneel, reach, climb, stand, and walk in providing food service, sanitation, and storage activities. Must be able to push and pull drawers and cabinets open and closed to access food, supplies, and cooking utensils. Must be able to lift and carry up to 50lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Work in an environment of frequent interruptions and noise created by children and child development activities.