

DESERT COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT FOOD SERVICE TECHNICIAN

BASIC FUNCTION

Plans and prepares meals and snacks for children of the Child Development Center; operates and maintains kitchen, supplies and equipment in a clean and sanitary condition; prepares food inventory and order supplies and equipment; calculates and maintains food preparation and proportion records; ensures compliance with federal and State Child Nutrition guidelines.

SUPERVISION RECEIVED

Receives general supervision from the Director, Child Development Center or area supervisor.

REPRESENTATIVE DUTIES

1. Plans, and creates menus according to California Child Food Program specifications; develop and post weekly menus on parent bulletin boards.
2. Determines recipes to be used; interprets and converts standardized recipes; measures, calculates, weighs and prepares ingredients for cooking and baking; adjust quantities as necessary.
3. Prepares breakfast, lunch and snack items from menu; prepares ingredients for cooking and baking and adjust quantities as necessary; cooks and bakes food for service including meats, vegetables, salads, fruit, breads and desserts; ensures proper temperature requirements are maintained; prepares food for special events as assigned.
4. Sanitizes and maintains utensils, serving areas and equipment; cleans and inspects oven vents, floors, sinks, dishwasher, carts, refrigeration and freezers; stores left over food; ensures proper operation and perform minor maintenance on equipment as necessary.
5. Sets up and delivers carts to classrooms; posts food amounts on food carts; serves food to children, students and staff as assigned. Perform record-keeping responsibilities, including food items prepared, liquids, weights, amounts and meals served, and logs; ensures compliance with federal, State and District guidelines.
6. Maintains food inventory and storage; conducts physical inventory of supplies and food; orders food supplies; verifies deliveries for compliance with orders; checks for damaged and spoiled products and report as necessary; rotates stock according to established procedures.
7. Utilizes and operates a variety of kitchen equipment and utensils, such as knives, slicers, mixers, graters, blenders and stoves; operate office equipment such as computers, calculators and others.
8. Maintains daily morning attendance count and physical count of number of children served by age group; prepares daily menu production worksheets as required.
9. Assists Early Childhood Education lab students with cooking activities, instructional, and tutorial situations as assigned.
10. Plans maintenance and usage (planting, harvest) of the community/kitchen gardens; coordinates the centers composting agenda.
11. Perform other related duties as assigned.

QUALIFICATIONS:

1. Appropriate and correct methods for preparing, cooking, baking and serving food in large quantities;
2. Portion control techniques;
3. Menu planning and adjustment;
Care and safe use of basic kitchen utensils and commercial food preparation equipment;
4. Sanitation and safety requirements in food preparation;
5. Nutritional requirements of school-aged children;

Attachment A

6. Record-keeping techniques;
7. Basic computer operation;
8. Laws, rules and regulations related to assigned activities.

Ability to:

1. Plan balanced menus that meet California Child Food Program guidelines, cook and bake skillfully to accommodate a children's meal program operation;
2. Read menus and recipes;
3. Maintain complex records and recipe files;
4. Interpret and apply District, State and federal laws related to child development food programs;
5. Understand the food regulations in order to earn a Food Handler's Permit;
6. Operate mechanical equipment and utensils used in the kitchen;
7. Understand and follow oral and written directions;
8. Work independently with little direction; .
9. Provide lead direction to temporary staff and/or student workers.
10. Demonstrate evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.

Education and Experience: Graduation from high school and two (2) years' experience in cooking and baking in large quantities including record-keeping experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications

Valid Food Handler's Certificate issued by the Riverside County Health Department

PHYSICAL DEMANDS

Must be able to lift, carry, push or pull moderately heavy objects including food trays, carts, materials and supplies; stand or walk for extended periods of time; reach overhead, above the shoulders and horizontally; bend at the waist, kneel or crouch

WORKING CONDITIONS

Environment: Food service environment. Exposure to hot foods, equipment and metal objects.

EMPLOYMENT STATUS

Classified Bargaining Unit

Range: 8

BOT Approved: 7/25