

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHILDREN'S CENTER COOK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform the full range of duties involved in planning meals, purchasing food, preparing and serving breakfast, lunch, and afternoon snacks, and cleaning up after food preparation at the Chabot College Children's Center utilizing sound nutritional practices and in compliance with pertinent guidelines, rules, and regulations; and supervise any staff or students performing food preparation functions in the Center.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan meals for the children at the Chabot College Children's Center utilizing sound nutritional practices; understand and follow Child Care Food Program (CCFP) guidelines for meal planning, patterns, and portions; plan meals and a variety of foods that are attractive and appealing to young children and take into account children's nutritional and cultural practices; work with parents and teachers to provide special menus as needed; prepare and post daily/weekly menus.
2. Purchase, store, handle, and prepare foods in compliance with rules, regulations, and guidelines including CCFP program guidelines as well as those related to sanitation and food safety; follow personal safety guidelines with regard to hand washing and health practices; follow all guidelines of Community Care Licensing and Head Start pertaining to food and meals.
3. Coordinate with CCFP consultant in menu planning, food ordering, food preparation, record keeping, and following CCFP guidelines; assist and provide information to CCFP representative during monitoring visits.
4. Serve as liaison with food broker in ordering, receiving and monitoring food; maintain receipts of food purchased; reconcile food ordered, food consumed, and food left over; maintain appropriate records necessary to meet all reporting requirements.
5. Perform a variety of record keeping duties related to program activities and services; maintain records related to number of children attending daily and served daily as well as number of meals, by type, served daily to enrolled children; maintain allergy statements and other records regarding any other medical problems of children.
6. Prepare daily and monthly reports to CCFP to ensure proper reimbursement.
7. Participate in curriculum planning activities; work with classroom teachers to develop cooking projects; assist classroom teachers in introducing new foods; work with classroom teachers and adult students to plan, monitor, and record cooking projects in accordance with CCFP guidelines.
8. Monitor classroom teachers in serving, handling, and recording daily meals to children.
9. Hire and supervise Kitchen Assistant to help serve, monitor, and clean up after food preparation; train Kitchen Assistant in CCFP regulations.

**Chabot-Las Positas Community College District
Children's Center Cook (Continued)**

10. Inform management staff of program activities and operations including foods ordered, planned, and consumption of foods.
11. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a food service program.
2. Children's food requirement.
3. Menu planning and purchasing principles and practices.
4. Methods of assembling, preparing and serving foods in large quantities.
5. Standard kitchen utensils, equipment, and appliances.
6. Use and care of institutional kitchen equipment and utensils.
7. Occupational hazards and standard safety practices.
8. Pertinent federal, state, and local codes, laws, and regulations including those related to CCFP requirements and proper hygiene and sanitation in a kitchen.
9. Principles and procedures of record keeping and filing.
10. Principles of basic report preparation.
11. Principles of lead supervision and training.
12. Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

1. Lead, organize, oversee, and participate in the work of staff responsible for performing a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up services and activities.
2. Plan menus that meet program requirements and that appeal to young children.
3. Read, write, and calculate recipes.
4. Perform routine mathematical calculations.
5. Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner.
6. Operate and clean food service utensils and equipment in a safe and efficient manner.
7. Inventory and order products.
8. Maintain accurate records and prepare reports.
9. Interact with young children.
10. Work with classroom teacher in meeting children's multicultural needs.
11. Carry out work objectives in an organized, efficient, and timely manner.
12. Train assigned staff.
13. Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.
14. Operate office equipment including computers and supporting applications.
15. Understand and follow oral and written directions.
16. Work independently in the absence of supervision.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.

**Chabot-Las Positas Community College District
Children's Center Cook (Continued)**

19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of experience planning, cooking, and serving food to large groups.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a kitchen or cafeteria setting; exposure to sharp knives and slicers and other food service equipment and machinery; exposure to heat and hot surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in a kitchen or cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

4/28/98; 6/19/01

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional