CLASSIFICATION: Child Development Center Food Service Specialist

GRADE: 5

DATE APPROVED: July 20, 2016

DEFINITION
Under general supervision of the Center Director, this position performs a variety of duties related to the food service operations of the Child Development Center including menu preparation, food delivery, and kitchen clean-up. Oversees staff assisting with food service.

EXAMPLES OF DUTIES
1. Prepare, cook, and/or direct preparation of food served using established Child Care and Adult Food Program (CACFP) production procedures and systems.

2. Determine amount and type of food and supplies required using the CACFP Meal Pattern for Older Children Guidelines.

3. Ensure availability of supplies and food or approved substitutions in adequate time for preparation.


5. Store food properly and safely, marking the date and item.

6. Correctly prepare all food served following standard recipes from the Food Buying guide and any special diet orders.

7. Apportion food for serving to the children based on the required portions given by the CACFP Meal Pattern for Older Children Guidelines.

8. Maintain daily production records.

9. Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.

10. Conduct food temperature check before food service.

11. Perform related duties as required.

EMPLOYMENT STANDARDS

Education and Experience - Any combination of education and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:
Completion of the twelfth grade or the equivalent.
Experience:
One year of experience in food preparation and/or food service.

License or Certificate:
Possession of, or ability to obtain, valid Food Handlers permit. Possession of an appropriate, valid driver's license and driving record which meets District standards.

Health Requirements:
TB Clearance, record of flu shots and immunization record as stipulated by Title 22 Regulations.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Operations, services, and activities of a CACFP food service program;
- Meal production planning principles and practices;
- Methods of assembling, preparing, and serving foods in large quantities;
- Standard kitchen utensils, equipment, and appliances;
- Occupational hazards and standard safety practices;
- Principles and procedures of record keeping and filing;
- Principles of basic report preparation;
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Basic bookkeeping and inventory control.

Ability to:
- Perform 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;
- Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures;
- Read, write, and calculate recipes;
- Operate and clean food service utensils and equipment in a safe and efficient manner;
- Inventory and order products;
- Plan and organize work to meet changing priorities and deadlines;
- Work effectively under rush conditions;
- Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner;
- Perform routine arithmetical calculations;
- Meet the physical requirements necessary to safely and effectively perform the assigned duties;
- Perform light manual work;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

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.

**Vision**: See in the normal visual range with or without correction.

**Hearing**: Hear in the normal audio range with or without correction.