

TITLE: Child Care Chef

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general supervision, oversees the food program for the Children's Center, including hygiene, meal planning, purchasing, preparation, food distribution, record keeping, and kitchen operations. Ensures adherence to Child & Adult Care Food Program (CACFP) guidelines and public health regulations regarding food storage and preparation.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans and prepares nutritious meals and snacks for enrolled children, including preparation of substitute items for children on restricted diets.
2. Practices safe food handling techniques in food preparation and storage. Maintains a safe and sanitary kitchen, pantry, and storage areas.
3. Plans for, orders and purchases food and necessary supplies required to provide food service.
4. Maintains verification of food and non-food purchases to meet Child and Adult Care Food Program (CACFP) requirements.
5. Keeps records following the requirements of the CACFP using the Simplified Food Buying Guide (SFBG). Keeps daily records of menus.
6. Obtains and retains manufacturers' specifications (or Child Nutrition Label) for any commercially prepared food items not listed in the SFBG.
7. Develops weekly menus to meet CACFP meal pattern requirements, in collaboration with the Director and Site Supervisor.
8. Attends CACFP conferences and trainings.
9. May supervise and direct the work of student employees.
10. May direct the work of short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Early childhood nutrition.
2. Commercial and production cooking.
3. Relevant local, state, and federal rules and regulations.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Perform mathematical calculations to prepare food based on standard guidelines.
2. Organize and maintain records.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

- High school diploma or G.E.D. required.
- Food handler's certification is required.

EXPERIENCE:

1+ year of related experience in a commercial kitchen.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- Must be able to work safely in an environment containing biological conditions, which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).
- Must pass fingerprint clearance for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).
- Proof of Diphtheria, Tetanus, and Pertussis (DTaP or DTP) vaccination and the Measles, Mumps, and Rubella (MMR) vaccination or an Immunity Profile Test (Titer Test).
- Current and valid CPR and First Aid.
- This classification may be required to use a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).