



West Valley - Mission

Community College District

CLASS SPECIFICATION

FOOD SERVICES TECHNICIAN

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 49

DEFINITION

To plan and coordinate the activities and operations of the kitchen in a community college child development center; to develop and prepare menus and meals; to maintain food program guidelines and reports; and to train and oversee the work of student assistants.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Food Services Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Child Development Center.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and prepare menus in accordance with USDA guidelines.

Determine quantities of food items needed; purchase food and supplies as appropriate.

Organize, oversee, and participate in the preparation of food.

Prepare necessary supplies and equipment for classroom cooking activities.

Train, oversee, and direct the work of student assistants and hospitality program students.

Inspect food service facilities and operations for compliance with pertinent health, safety, sanitation, and food service standards.

Maintain records and prepare reports related to menu preparation, kitchen operations, and inventory.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of nutrition, sanitation, and safety in a kitchen environment.

Quantity and quality standards of food production and service; USDA food program guidelines.

Practices and methods of cooking and baking.

Proper food storage methods.

Basic methods and techniques of recordkeeping and inventory.

Ability to:

Maintain, operate, and oversee a kitchen and meal program in a child care center.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze work papers or reports; identify safety hazards; identify and locate equipment; interpret work orders; remember tasks and daily assignments; and explain jobs to others.

On a continuous basis, stand and walk while performing food preparation; bend, squat, kneel and twist while preparing meals; intermittently, sit while preparing or reviewing reports; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Adjust recipes and formulas to conform to quantities needed; estimate quantities required; perform basic mathematical calculations.

Prepare food in large quantities and within time constraints.

Safely operate kitchen equipment; maintain a clean, neat, and safe kitchen environment.

Train and direct the work of student assistants.

Maintain records and prepare routine reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible food preparation experience in a child care kitchen or similar setting.

Education:

Equivalent to the completion of an Associate's degree from an accredited college with major coursework in hospitality management or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Technical/Paraprofessional

Date Approved: July 1, 2017