

## KERN COMMUNITY COLLEGE DISTRICT

---

### **CLASS TITLE: CHILD DEVELOPMENT CENTER FOOD COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and coordinate the activities of the Child Care Food Program; oversee and instruct staff in proper food preparation and shipment methods; coordinate food and related supply purchases; assure compliance with State and federal regulations.

#### **REPRESENTATIVE DUTIES:**

Plan, organize and coordinate the activities of the Child Care Food Program; monitor and evaluate food services for compliance with State and federal regulations; recommend and implement procedural modifications. *E*

Maintain food quality standards including appearance and sanitation regulations; prepare food menus, revise, update and adjust menus as necessary; create and test new recipes; oversee and instruct cooks in food preparation and shipment methods; prepare meals in the absence of the head cook. *E*

Prepare a variety of reports, forms, newsletters and program-related correspondence; complete a variety of governmental forms as required; interpret and implement changes to government reporting procedures. *E*

Estimate and cost food products needed for operation; communicate with vendors to collect and compare food and supply prices; audit and maintain billing records. *E*

Order, receive, inspect, verify and accept deliveries of food and supplies; monitor and inventory food products according to established procedures; rotate and dispose of unusable leftovers; utilized proper methods of storing foods. *E*

Assure proper cleanliness and maintenance of equipment and supplies; monitor the serving of meals to children. *E*

Maintain a variety of files and paperwork including expenditure statements, summaries for State and federal reimbursement of funds, food transport records and menu production records. *E*

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures. *E*

Participate in the selection of staff; provide or coordinate staff training and orientations; work with employees to improve work performance; monitor and record attendance; provide in-service workshops relative to the assigned program. *E*

Answer phones and respond to inquiries; serve as a reference source to faculty regarding the Child Care Food Program. *E*

Attend and participate in a variety of meetings; conduct presentations to parenting classes regarding the Child Care Food Program. *E*

Operate a variety of kitchen equipment and machines used in a school cafeteria. *E*

Drive a vehicle to childcare centers; maintain mileage records. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and methods of quantity food service preparation, serving and storage.  
Sanitation and safety practices related to handling, cooking, baking and serving food.  
Menu planning techniques including food values, combinations and substitutions.  
Proper methods of storing equipment, materials and supplies.  
Policies and objectives of assigned program and activities.  
Storage and rotation of perishable food.  
Operation of standard kitchen equipment, utensils and measurements.  
Health and safety regulations.  
Nutritional requirements of school-aged children.  
Record-keeping and report preparation techniques.  
Budgeting procedures and techniques.  
Operation of standard office equipment including a computer.  
Principles and procedures of financial record-keeping.  
Principles of training and supervision.  
Oral and written communication skills.  
Inventory methods and practices.

#### **ABILITY TO:**

Plan and prepare a variety of nutritional foods in quantity.  
Develop menus in accordance with nutritional requirements and budget limitations.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Determine accurate amounts of food portions and supplies to be ordered.  
Prepare and administer a budget.  
Create and adjust recipes to fit the needs of the Child Care Food Center.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Train and supervise others.  
Assign and review the work of others.  
Observe health and safety regulations.  
Operate a computer terminal.

Meet schedules and time lines.  
Work independently with little direction.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in food services production, nutrition or a related field and three years of increasingly responsible food services experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of, or ability to obtain, a valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food services environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

- |          |    |  |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

**HAZARDS:**

Heat from ovens.  
Working around knives, slicers or other sharp objects.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*