

FOOD SERVICE WORKER

Reports to: Coordinator, Early Care and Education

Division: Student and Community Services

Our ideal candidate

You are a caring person with a basic knowledge of food preparation and safety who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

General description

This individual prepares, serves, and records meals and snacks from a planned menu for those enrolled in preschool programs to ensure the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. This individual is also responsible for preserving clean areas for food handling and sanitizing food preparation equipment and dishes in accordance with CACFP (Child and Adult Care Food Program) guidelines. This position is funded 100 percent by the CACFP.

Specific duties and responsibilities

- Follow a planned menu to prepare daily meals and snacks for children
- Prepare breakfast, lunch, snacks, and baby bottles as needed following CACFP meal pattern requirements
- Serve meals and snacks to children
- Assure compliance with approved safety practices and maintain sanitary food preparation and working conditions
- Ensure that food is handled properly and safely in accordance with CACFP safety requirements on temperatures, sanitation, and storage
- Maintain food inventory records, meal counts, and menu production records
- Prepare routine CACFP required reports and enter meal data into Minute Menu software
- Launder bibs, wash cloths, and other items as needed on a daily basis
- Wash and sanitize dishes, counter tops, and tables
- Sweep and vacuum areas where meals have been prepared

Requirements

Education: High school diploma preferred; food service certification highly desirable

Experience: Any combination of education, experience and training that demonstrates the knowledge and abilities required to perform the job



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Knowledge of:

- Knowledge of rules and regulations pertaining to health and safety in food preparation, including CACFP requirements
- Preparation and service of a variety of food in large quantities for breakfast, lunch, and snacks
- Basic use of kitchen utensils, equipment and appliances

Ability to:

- Meet schedules and timelines by organizing time and work
- Establish and maintain cooperative working relationships with staff, children, and student parents
- Communicate effectively with staff, children, and student parents
- Prepare and serve meals, snacks, and baby bottles as required
- Use basic kitchen utensils and cooking equipment
- Lift and carry objects weighing up to fifty pounds
- Follow basic practices of kitchen safety and sanitation
- Follow oral and written instructions
- Maintain high level of personal hygiene
- Lift and carry students, supplies, etc. of light-to-medium weight (up to 50 pounds) on an occasional basis

Licenses and certificates

Possession of a valid California Class C driver’s license and the use of a dependable automobile are required.

Working conditions

Kitchen and child care environment. Responsible to maintain a high level of personal hygiene. Required to wear hair net and gloves when preparing food.

Salary range 60

Series

Food Service

<i>Approved by the Personnel Commission:</i>	January 28, 2009
<i>Revised:</i>	December 15, 2016
<i>Revised:</i>	July 25, 2019
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	June 24, 2024 (change to salary range only)