



## Child Development Center Food Services Specialist

Classified Range: 29

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a full range of food service duties related to planning, organizing, and implementing the food service operations of the Child Development Center.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Provides guidance and oversees the work of Food Service Workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Plans, creates, and distributes monthly menus for the Child Development Center's food service program; assures standardized recipes and adherence to Child and Adult Care Food Program (CACFP) standards.
2. Plans, organizes, and oversees the work of staff responsible for performing a variety of tasks in the efficient operation of the Child Development Center food service program; oversees and participates in the preparation and cooking of daily meals that meet CACFP standards.
3. Operates and oversees the use, care, and operation of food service equipment.
4. Verifies the work of assigned employees for proper work methods, techniques, and compliance with applicable standards and specifications; checks quality of food service; inspects facilities and ensures adherence to sanitation and safe work practices and procedures.
5. Maintains and/or ensures work areas are maintained in a sanitary manner; supervises and participates in the cleaning of kitchen equipment and utensils.
6. Coordinates the set-up and delivery of food and beverages to classrooms.
7. Maintains inventory of food and supplies; places orders; checks received goods against requisitions and invoices; inspects foods for standards of quality; stores inventory properly.
8. Purchases groceries, supplies, and equipment that cannot be delivered; documents purchases according to established procedures.
9. Prepares and maintains a variety of records and reports, such as meal count sheets, daily production reports, and monthly CACFP reimbursement report.
10. Responds to inquiries and complaints; provides information within the area of assignment
11. Provides assistance to Child Development Center instructional staff in class projects or activities related to the food service program.
12. Provides direction to students in lab classes with hands-on experiences and hand-outs.
13. Participates in training and staff development activities including those mandated by CACFP food program; relays information to department staff.



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14. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*



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## Informing

- Proactively obtaining and sharing information

## Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

## Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

## Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

## Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

## Education and Experience Guidelines

### Education/Training:

Equivalent to the completion of high school supplemented by 6 units of college level course work in early childhood education of which 3 units are in nutrition.

### Experience:

One (1) year of experience in food preparation and/or food service.

### License or Certificate:

Possession of, or ability to obtain a Food Handlers permit.



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Possession of a valid driver's license.

### **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 frequently lift, carry, push, and/or pull moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.