

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: February 15, 2018 @ 5:00 p.m.**

## **FOOD SERVICE WORKER - Child Development Center**

9.5 months/year; 40 hours/week

### **RESPONSIBILITIES**

Under direction of the Director-Child Development Center, plans, coordinates, and monitors the activities of the Child and Adult Care Food Program (CACFP) at the Child Care Center with staff and students; plans menus; purchases/orders, prepares, and serves foods; maintains facilities in a clean and orderly condition.

- Prepares and serves breakfast, lunch, and snacks within established timelines; assures sufficient quantities of food are available to meet CACFP requirements.
- Develops procedures to serve meals quickly and maintain proper cleanliness and sanitary conditions as required.
- Receives, inspects, and stores food and other materials according to established CACFP policies and procedures.
- Maintains daily menu record sheet; records number of meals served, age of children, the menu and required food components; maintains other records as required.
- Plans and implements rotation of menus for various age groups of children, including special dietary needs, according to State regulations and nutritional guidelines.
- Trains and provides work direction to student and parent volunteers in meal preparation, service, proper sanitation, safety, and nutrition.
- Selects appropriate vendors for food, supplies, and equipment for food service program; orders/purchases appropriate foods, supplies, and equipment according to established guidelines; receives, verifies, stores, distributes orders.
- Washes and stores dishes, utensils, equipment, and foods following proper sanitation procedures.
- Assists and serves as resource for the students and staff in the planning and preparation of class cooking and special projects.
- Provides nutritional information to children, students, parents and staff; communicates with various individuals through group and individual meetings and newsletters.
- Answers phones as needed; participates in weekly staff meetings, in-service training, and workshops as directed.
- Performs related duties as assigned.

### **PREFERRED QUALIFICATIONS**

12 core Child Development units (licensing 22) are preferred.

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## **QUALIFICATIONS**

**Knowledge of:** CACFP Practices and procedures of preparing, cooking, and serving food in large quantities; procedures for ordering/purchasing food and supplies; storage and rotation of perishable food; standard kitchen equipment, utensils, and measurements; sanitation and safety practices related to cooking and serving food; nutritional requirements of preschool children and toddlers; menu planning techniques including food values, combinations, and substitutions; basic recordkeeping techniques. Candidate must possess a Safe Food Handlers Certificate.

**Ability to:** Prepare and serve food in large quantities; prepare and serve food in accordance with health and sanitation regulations; prepare food for children with special dietary needs; follow, adjust, and extend recipes; prepare appetizing and nutritionally balanced meals; develop menus in accordance with nutritional requirements and budget limitations; operate standard kitchen equipment safely and efficiently; establish and maintain cooperative and effective working relationships with others; train and provide work direction to others; learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the program; plan and organize work and multi-task; work independently and exercise good judgment; maintain routine records; communicate effectively both verbally and in writing; operate standard office equipment, a computer and related software.

**Salary/ Benefits/Work Schedule:** This is a 40 hours per week, 9.5 months per year position, typically Mid-August through May. The beginning monthly salary is \$3,068 and the top salary is \$3,730 after five years. Vacation leave and sick leave each accrue at the rate of eight hours per month. Family medical, dental, and vision benefits and employee life insurance are provided. This position participates in the Public Employees Retirement System.

**APPLICATION PROCEDURE:** By **February 15<sup>th</sup>, 2018 at 5:00 p.m.** submit the following materials to the Human Resources office at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Adam Jory, [ajory@mendocino.edu](mailto:ajory@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

**The Application to apply is provided in the link below:**

<https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>

**When applying please include the following:**

- [Cover letter addressing how you meet the qualifications for this position.](#)
- [Resume](#)
- [Two recent letters of recommendation](#)
- [Copy of transcripts if applicable](#)
- [Copy of Safe Food Handlers Certificate \(Within 30 days of hire\)](#)

***Incomplete application packets will not be forwarded to the selection committee.***

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***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California -- ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.***