

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Child Care Kitchen Attendant	Range:	14
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for preparing and serving nutritious lunches and snacks for children at the Child Care Center; and for maintaining kitchen and equipment in a clean sanitary condition.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Prepares and serves a variety of simple breakfasts, lunches, and snacks including but not limited to, oatmeal, cold cereal, frozen waffles and pancakes, sandwiches, spaghetti, casseroles, frozen entrees; serves milk, juices and other drinks.
2.	Operates conventional, microwave and turbo ovens, stove top, toaster, toaster over, and dishwasher; operates mixers, blenders and other kitchen appliances.
3.	Maintains kitchen, work areas and serving areas in a clean and sanitary manner; washes and cleans kitchen equipment, dishes, utensils and related items;
4.	Ensures and maintains compliance with safety and sanitary practice during food preparation and cleaning equipment; covers and places perishables in refrigerator in accordance with health and safety practices.
5.	Purchases food and snacks in accordance with established weekly menu; ensures adequate supply of milk and food.
6.	Maintains required records and files.
7.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
8.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Child Care Kitchen Attendant maintains frequent contact with teachers, staff, and children at Center, and outside food supply vendors.

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EDUCATION AND EXPERIENCE

High school diploma or equivalent
Prior experience with related kitchen equipment and food preparation for large quantities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and methods of quantity food service preparation, serving and storage
Knowledge of standard kitchen equipment utensils and measurements
Knowledge of methods of preparing and serving food in large quantities
Knowledge of sanitation and safety practices related to cooking and serving food
Ability to operate a variety of kitchen equipment safely and effectively
Ability to follow applicable health and sanitation requirements
Ability to meet schedules and time lines
Ability to maintain accurate records and files
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to develop and maintain effective relationship with preschool children
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

District Child Care Center and kitchen environment; subject to heat from oven, standing for long periods of time and lifting (up to 50 lbs. unassisted).
