

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.
9.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
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

Minimum Qualifications

High school diploma or GED

Prior experience with related kitchen equipment and food preparation for large quantities.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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).
