

Job Description

Position Title: Specialist, Culinary Childcare Center

Job Group: Instructional Support

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

Salary Grade:

Position Summary:

The Culinary Childcare Center Specialist is responsible for performing various Culinary program duties in assigned areas by coordinating multiple or complex processes that require analytical decision-making skills. The Culinary Childcare Center Specialist will coordinate all aspects of the Childcare Center food service program in alignment with Child-Parent Center's nutrition philosophy for serving preschool aged children. The incumbent will collaborate with the Childcare Center manager to ensure compliance with AZDHS childcare licensing and the Child and Adult Care Food Program (CACFP) requirements

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administer Child and Adult Care Food Program (CACFP) contract requirements. Assist the staff in the development, implementation, and coordination of program enhancement, program guidelines, goals, objectives and activities
2. Collaborate with the Childcare Center manager to plan and provide menus for posting within the classroom. Responds to questions and concerns from students, faculty, staff, and administrators
3. Plan with Childcare Center staff (may include parent) related to food allergies or special diets. Ensure special diet is reviewed and approved by a Registered Dietitian or equivalent to ensure the health and safety of the child. Identifies new diet and nutrition issues. Researches, tests, and recommends recipes.
4. Transport meals (breakfast, lunch, and snack) to the Childcare Center according to the planned schedule. Includes preparing and loading cart with food, dishes, and utensils for serving family style meals.
5. Collect dishes and food items from the Childcare Center and deliver to the kitchen according to the planned schedule. Includes collection of dishes, utensils, and food waste.
6. Ensure delivery of incidental food requests as needed for children that may request additional quantities of meals (breakfast, lunch, or snack) or quantities of beverage (i.e. milk). Assists in the maintenance, ordering, receiving and stock rotation on incoming inventory
7. Participate in ongoing professional development opportunities related to quality food service programs for early childhood environments and preschool aged children.
8. Partner with the Childcare Center team to provide (hands on) nutrition experiences to children and parents participating in the program to encourage healthy and nutritious foods and meal time habits. Assists students with materials and program supply needs

9. Coordinate and evaluate day-to-day operations for the Childcare Center food and beverage, adhering to all health requirements outlined by Childcare Center
10. Provide support to staff/childcare center staff to include ordering and preparing all food for Childcare Center. Provides assistance with flow in the kitchen
11. Performs basic maintenance duties as needed to ensure a clean, safe, functioning learning environment; cleans equipment and performs basic preventive maintenance and reports issues to Program Coordinator. Cleans and sanitizes kitchens, food storage areas, refrigerators/freezers, cupboards and any other area equipment as necessary in order to maintain department standards.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of business management and fiscal practices
4. Knowledge and application of organizational and time management principles
5. Skill in effective communication (both written and oral)
6. Skill in organization, coordination, and management
7. Skill in people leadership and supervision
8. Skill in problem solving
9. Ability to develop and maintain effective and positive working relationships
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input in to performance reviews.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or GED required
 - Class I Fingerprint Clearance required
 - Food Handler and Food Safety Manager certification(s) through program approved by Pima County Health Department required
 - Associate degree in closely related field of study may be preferred
- OR
- Bachelor's degree in closely related field of study may be preferred.
 - One (1) to three (3) years of related experience with with USDA Child Nutrition Programs; e.g. School Lunch/Breakfast, other child-related programs.
 - Three (3) to five (5) years of related experience preferred.
 - May require specialized certification depending on assigned department.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement to include use of a computer keyboard; to operate various equipment required to perform job; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as infectious disease, chemicals, or moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License