

Job Description/Title: Food Preparer
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

FOOD PREPARER

JOB SUMMARY

Under direct supervision, perform a variety of duties related to food service preparation and related activities. Work within the guidelines of the Child and Adult Care Food Program. Facilitate food service production using proper hygiene and sanitation. Follow the Child and Adult Food Program guidelines regarding appropriate food group combinations.

EXAMPLES OF FUNCTIONS

Essential Functions

Follow personal safety guidelines established by the Child and Adult Food Program with regard to hand-washing and health practices.

Post and adhere to current statements regarding students' allergies, vegetarian diets, and any other medically-related eating restrictions and requirements.

Purchase dairy products and other groceries as requested.

Check food items for quality and quantity when delivered by vendor.

Properly place food items in refrigerated and non-refrigerated storage, adhering to safety guidelines.

Rotate food items to ensure timely consumption of perishable food items, discarding outdated and otherwise spoiled food items.

Determine number of children and adults eating each day in each classroom.

Select food items in proper quantities to prepare the published menu for the number of children and adults being served.

Determine the minimum meal portions needed for each classroom, and keep accurate daily records of meals and the number of children served.

Prepare salads, fruits, vegetables, beverages, and other foods, and deliver food items for each classroom using Child and Adult Food Program safety guidelines.

Set tables for meals in an appealing manner, with occasional assistance from student helpers and parents.

Assist in serving food to children; clear tables and clean dining areas and furnishings.

Store dishes, trays, pots, pans, and utensils and other equipment.

Dispose of refuse, wash dishes, and sanitize kitchen workspaces.

Assist in taking monthly inventory of food supplies.

Maintain weekly shopping list.

Other Duties

Coordinate the work of student helpers as needed.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Training and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example completion of high school and one year of institutional food preparation experience.

Knowledge

Knowledge of: institutional food preparation techniques, health and sanitation procedures for food handling; menu planning, and accurate record-keeping.

Ability

Ability to: learn and follow nutritional guidelines; understand and carry out oral and written instructions; operate food service appliances; learn and apply methods of food preparations, cleaning, and equipment maintenance; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English, perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT / WORK

ENVIRONMENT

Moderate to heavy physical effort, which may include frequent standing, walking, lifting, and occasional climbing or stooping; lifting of medium to heavy parcels up to 50 pounds. Indoor/outdoor work environment.

Licenses and Certificates

Proof of Food Sanitation Certificate required at time of employment; continuing proof of current certification required.