

Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

1. Replacement (no changes) or NEW position

Department:	CHILD DEVELOPMENT CENTER	Last Incumbent:	PATRICIA SMALL
Position Title:	FOOD PREPARER	Date of vacancy:	01/25/12
Service Class:		Funding Source:	Food Grant/District
Hours per week:	18		
Months per year:	9.5	Bilingual Required:	Yes or NoX <i>VP signature Required</i>
Days & Hours to be worked:	M-TH 10-1:30 F 10-2	Night Shift or Graveyard stipend?	None NS GY X

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds: \$22,000.00

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):


PREPARATION OF LUNCHES FOR CHILDREN'S STATE FOOD PROGRAM IS NEEDED/
NO ONE QUALIFIED TO PREPARE MEALS.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position:

FOOD PREPARER

Date: 2/29/12

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	en. 2/29/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	en. 2/29/12	2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	3/1/12	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	DP	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: 2-1-12

Dr. Douglas Garrison

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: FOOD PREPARER

Dept/Program: CHILD DEVELOPMENT CENTER

Submitted by: CATHY NYZNYK, DIRECTOR

Search Committee Chair: CATHY NYZNYK

PT/FTE: PT

New or Replacement: REPLACEMENT

Service Category:

Salary/Benefit Costs: \$22,000.00

Net Additional Costs: 0

Funding Source: FOOD PROGRAM/DISTRICT

Are there Salary Savings: NO

Description of duties and responsibilities:
SEE ATTACHED

Special Considerations:

Does Position act as an entry point for the college? Should it be bilingual? Why?
NO, PERSON WILL BE MAKING LUNCHES FOR CHILDREN.

I am requesting this position be considered by the Vice President to be designated Bilingual Required.
 No, this position should not be bilingual required

What would happen if this position weren't approved?

NO ONE TO MAKE CHILDRENS LUNCHES.

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.