



**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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**Application Deadline: Continuous Recruitment**

**SUBSTITUTE FOOD SERVICE WORKER – Child Development Center**

**(Hours will vary per week; \$18.47 per hour)**

**Short Term Non-Continuing Assignment (STNC)**

**Applications will be maintained in a pool annually through June 30th**

**RESPONSIBILITIES**

Under direction of the program supervisor, plans, coordinates, and monitors the activities of the food service program at the Child Care Center with staff and students; plans menus; purchases/orders, prepares, and serves foods; maintains facilities in a clean and orderly condition.

**RESPONSIBILITIES**

Prepares and serves breakfast, lunch, and snacks within established timelines; assures sufficient quantities of food are available to meet State requirements.

Develops procedures to serve meals quickly and maintain proper cleanliness and sanitary conditions as required.

Receives, inspects, and stores food and other materials according to established policies and procedures.

Maintains daily menu record sheet; records number of meals served, age of children, the menu and required food components; maintains other records as required.

Plans and implements rotation of menus for various age groups of children, including special dietary needs, according to State regulations and nutritional guidelines.

Trains and provides work direction to student and parent volunteers in meal preparation, service, proper sanitation, safety, and nutrition.

Selects appropriate vendors for food, supplies, and equipment for food service program; orders/purchases appropriate foods, supplies, and equipment according to established guidelines; receives, verifies, stores, distributes orders.

Washes and stores dishes, utensils, equipment, and foods following proper sanitation procedures.

Assists and serves as resource for the students and staff in the planning and preparation of class cooking and special projects.

Provides nutritional information to children, students, parents and staff; communicates with various individuals through group and individual meetings and newsletters.

Answers phones as needed; participates in weekly staff meetings, in-service training, and workshops as directed.

Performs related duties as assigned.



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### **PREFERRED QUALIFICATIONS**

12 core Child Development units (licensing 22)

### **QUALIFICATIONS**

#### **Knowledge of:**

CACFP Practices and procedures of preparing, cooking, and serving food in large quantities  
Possess a Safe Food Handlers Certificate  
Procedures for ordering/purchasing food and supplies  
Storage and rotation of perishable food  
Standard kitchen equipment, utensils, and measurements  
Sanitation and safety practices related to cooking and serving food  
Nutritional requirements of preschool children and toddlers  
Menu planning techniques including food values, combinations, and substitutions  
Basic recordkeeping techniques

#### **Ability to:**

Prepare and serve food in large quantities  
Prepare and serve food in accordance with health and sanitation regulations  
Prepare food for children with special dietary needs  
Follow, adjust, and extend recipes  
Prepare appetizing and nutritionally balanced meals  
Develop menus in accordance with nutritional requirements and budget limitations  
Operate standard kitchen equipment safely and efficiently  
Establish and maintain cooperative and effective working relationships with others  
Train and provide work direction to others  
Learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the program  
Plan and organize work and multi-task  
Work independently and exercise good judgment  
Maintain routine records  
Communicate effectively both verbally and in writing  
Operate standard office equipment and a microcomputer and related software

Upon employment must successfully complete a Physician's Report, TB test, Live Scan fingerprint check, Criminal Records Clearance, and Child Abuse Index.

### **WORKING CONDITIONS:**

Child Development Center kitchen environment; exposure to heat.

Physical demands include reaching, bending, walking, moderate lifting (up to 50 lbs), and standing for long periods. Transports food and dishes between buildings.

### **SALARY AND BENEFITS:**

This is a Short-Term Non-Continuing (STNC), temporary, hourly substitute position, hours will vary per week, \$18.47 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.



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**APPLICATION PROCEDURE:** Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu) or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- You may attached a resume and/or letter explaining how you meet the qualifications.

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.



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***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*

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UKIAH CAMPUS  
1000 HENSLEY CREEK ROAD  
UKIAH, CA 95482

NORTH COUNTY CENTER  
372 E. COMMERCIAL STREET  
WILLITS, CA 95490

COAST CENTER  
1211 DEL MAR DRIVE  
FORT BRAGG, CA 95437

LAKE CENTER  
2565 PARALLEL DRIVE  
LAKEPORT, CA 95453