

## College of the Redwoods

## Position Description

Position: Nutrition Associate	Position Number:
Department: Child Development Center	FSLA: Non-exempt
Reports to: CDC Director	Salary Grade: 110

### **Summary**

Performs food preparation and service level duties connected with food distribution, serving, dishes, and clean up. Other related duties such as inventory, data entry, shopping, menu creations, and preparing food order are required.

### **Essential Duties and Responsibilities**

- Serves and prepares institutional quantities of food items from established menus. Food preparation for special events at assigned or remote locations.
- Organizes catering trays and serving areas.
- Provides work guidance to student assistants.
- Serves food items according to specified quantities based on USDA food program regulations.
- Serves specialized diets to children.
- Be aware of food requirements for ages 12 months to 5 years.
- Prepares food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Prepares nutritious meals.
- Check and document inventory and stock food service deliveries.
- Operates a variety of kitchen/cafeteria equipment such as slicers, mixers, fryers, stoves, and ovens.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

Working knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Skill at computerized data entry for food service related data and food services quantities related to serving children.

#### **▪ Abilities**

Must be able to perform the duties of the position under direct supervision. Must be able to follow oral and written instructions. Ability to enter data onto computerized

information systems. Must be able to add, subtract, divide, and use decimals and fractions. This position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college. Ability to adapt menus and special dietary restrictions.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and more than one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

- **Licenses and Certificates**

Health screen authorizing the incumbent to work in food service. Ability to obtain Food Service Certification.