

2/5/2020

Food Program Manager, UAS 1663
Children's Center

Salary Range: \$16.00 - \$19.00/hourly

Work Schedule. This is a full-time position; Monday – Friday 6:30 a.m. to 3:00 p.m.; Non-exempt position. This position is eligible for benefits.

Essential Functions: Under the direction and supervision of the Director, the incumbent is responsible for the planning, purchasing, recording, use and inventory control of all elements of the nutrition program and is responsible for adhering to the requirements of the California Department of Education, Child Care Food Program and the Center's nutritional philosophy, policies and procedures. The incumbent will participate in food planning and recording; plan weekly menus for review and approval by the Director; prepare shopping list and report food purchasing needs to the director; assist in food purchasing; keep inventory of food and supplies; record amounts of food consumed at each meal to meet State requirements; complete CACFP menu production sheets daily; and maintain daily food program reports (menus, quantities, numbers served). The incumbent will prepare and serve food for breakfast, lunch, and afternoon snack; clean all eating areas before and after meals; store all leftover food and record leftovers; portion food for individual tables and help deliver it; maintain strict adherence to safety procedures; and attend safety meetings as scheduled. The incumbent maintains cleanliness of kitchen equipment and appliances daily; clean and organize food and supply storage areas; and clean all appliances regularly, including vent hood. The incumbent will assist in the food preparation of all family events; assist in the food preparation for all special events; and perform other duties as assigned.

Requirements: The incumbent must have one year of experience with cooking for a group. The incumbent must be certified in safe food handling and must have transportation. The incumbent must have an aptitude for learning and following proper food handling and annotation practices. The incumbent must also have an interest in serving attractive meals to young children while understanding the principles and values of good nutrition for the developing child. It is important that he/she be able to work with the children and adults within the established structure and philosophy of the Children's Center. The incumbent must be able to compute quantities accurately and to maintain careful record of quantities prepared and served. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: One-year experience in cooking for a group served by the California Department of Education Child Care Food Program and experience in working with young children.

Physical Requirements: Must be able to lift a minimum of 20 pounds and must be able to stand for long periods of time. Must be physically able to perform the duties as outlined.

Review of applications/resumes will begin February 08, 2020 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 314, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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