

# CONEJO RECREATION & PARK DISTRICT

**Job Title: Café Specialist/Manager**

**Division: Recreation & Community Services**

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## **Summary:**

Under general supervision, plans and performs a variety of duties including kitchen and food preparation duties and program management of the Senior Nutrition Program in accordance with District policies and procedures, and Ventura County Area Agency on Aging (VCAAA) guidelines.

## **Essential Duties and Responsibilities:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare fresh and frozen meals for on-site dining.
- Develop and maintain selection of food and beverage options.
- Serve meals to on-site participants, interact positively with senior patrons.
- Coordinate training efforts of kitchen staff and volunteers; provide guidance and instruction on meal preparation procedures and standards.
- Maintain food service areas, facilities, and equipment in a clean and sanitary condition.
- Maintain documents and records pertaining to food preparation standards, kitchen procedures, and the Senior Nutrition Program.
- Order weekly food and non-food supplies.
- Inspect food and supply deliveries, inventory and storage for quality, quantity, and accuracy.
- Participate in nutrition education activities/meetings in support of the Senior Nutrition Program.
- Accurately process monetary transactions, including collecting payments, issuing receipts, and reconciling cash journal sheets.
- Operate and maintain commercial kitchen equipment.

## **Other Duties and Responsibilities:**

- Perform related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

High School Diploma or GED, and six months recent experience in food preparation or cooking in a commercial kitchen

**Knowledge of:**

- Basic kitchen and food preparation procedures, including use of institutional food preparation equipment.
- Health standards of food safety and kitchen sanitation.
- Commercial kitchen equipment and materials.
- English proficiency.
- Exceptional customer service principles and practices.
- Basic record keeping procedures.

**Ability to:**

- Plan and organize daily food preparation schedules for self and supervise others.
- Use institutional food preparation equipment.
- Understand and follow oral and written instructions.
- Compile and maintain records and reports.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships.
- Utilize community resources.
- Provide lead assistance and instruction to volunteers.
- Work independently in the absence of supervision.
- Lift and transport food and packaged materials.
- Adhere to environmental health standards.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to communicate effectively in written and oral form.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates and Licenses:**

Valid California Driver's License and Serve Safe certification

**Supervisory Responsibility:**

Supervisory responsibility is limited to directing and monitoring activities of volunteers or contract assistants.

**Work Environment:**

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

While performing the duties of this job in a commercial kitchen facility the employee is regularly exposed to fumes; heat, wet and/or humid conditions, moving mechanical parts. The employee is occasionally exposed to cleaning chemicals. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; stoop, bend, twist, kneel, crouch or crawl; talk or hear, and taste or smell. The employee is occasionally required to sit; climb or balance. The employee is frequently required to lift, push and pull up to 50 pounds. The vision requirements include ability to focus, depth perception, peripheral, and distance vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*