

# CONEJO RECREATION & PARK DISTRICT

## Job Title: Café Manager / Chef

Division: Recreation & Community Services

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### Summary:

Under general supervision, oversees meal service operations including food preparation, menu planning, and inventory and ordering service products and produce; monitors kitchen staff; and performs other duties as assigned.

### Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Establishes rotating breakfast and lunch menus, researches recipes and cooking methods, assembles the necessary ingredients, prepares meals for on-site dining, and serves meals to participants.
- Estimates appropriate food requirements for projected number of patrons; places orders for food and non-food items.
- Inspects food and rotates items for use to maximize freshness, discards out-of-date items, and monitors food stocks and supplies to meet patrons' dietary needs.
- Ensures accurate supply deliveries, proper storage of produce to extend shelf life, and appropriate breakdown of orders for inventory and budget tracking; assigns orders to correct accounts.
- Researches nutritional needs of base customers, attends meetings with vendors, educators and dietitians to expand knowledge of recipe modifications, plate presentation and nutritious food preparation.
- Maintains accurate digital records pertaining to food preparation standards and kitchen procedures; maintains clean and sanitary service areas, facilities and equipment in accordance with state health department rules and regulations.
- Provides training and instruction for kitchen staff, including volunteers, on meal preparation procedures and standards, and proper operations of a commercial kitchen according to District guidelines to ensure compliance with all safety and health regulations.
- Accurately collects payments from customers; timely earmarks and directs invoices from vendors for proper accounting of charges.
- Develops and maintains positive relationships with partner agencies and food and supply vendors; interacts positively with customers and volunteers.
- Maintains professional knowledge of food service delivery and serves as commercial kitchen expert to Health Department personnel during annual inspections.

## **Other Duties and Responsibilities:**

- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Performs related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and 2,000 hours of relevant work or volunteer experience related to food-service delivery; or an equivalent combination of training and experience.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Effectively communicate in English. Prepare routine written correspondence using correct spelling and grammar.

### **Math Ability:**

Principles of basic mathematical functions including addition, subtraction, multiplication, and division in whole numbers, fractions and decimals.

### **Reasoning Ability:**

Effective use of common sense and sound judgement in solving customer-related issues and concerns.

### **Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Possession of a Food Handler's Card or ServSafe Food Handler's Card or the ability to acquire one within the first month of employment.
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.

## **Other Required Skills:**

Principles and practices of effective customer service, accepted industry practices of operating a commercial kitchen. Ability to establish effective relationships with fellow employees, volunteers, and internal and external customers.

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities. The employee may provide guidance or direction to other employees and to volunteers who perform work in the café or kitchen.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a kitchen and cafeteria environment where the noise level is usually moderate. The employee occasionally works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

## **Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color and peripheral vision; depth perception; the ability to adjust focus. The employee is regularly required to lift up to up to 25 pounds, and occasionally up to 50 pounds. Physical demands may vary according to unit assignment.

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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.*