CHILD DEVELOPMENT CENTER
The Associated Students Child Development Center (ASCDC) is a NAEYC-accredited childcare center and licensed for 110 children ages 4 months to 5 years serving the children of SJSU students, faculty/staff and community. The Center provides care for families of all income levels, and participates in the Title V childcare subsidy program. The ASCDC values the individuality of each child and is inspired by the Reggio Emilia Approach to education.

POSITION PURPOSE
Under the direction of the Child Development Center Operations Coordinator, the Cook works to support the mission of the Associated Students Child Development Center by maintaining strict adherence to Child and Adult Food Program (CACFP), NAEYC and Community Care Licensing guidelines while supporting overall kitchen operation needs at the Center.

ASSOCIATED STUDENTS
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

EDUCATION/ EXPERIENCE
- Must be age 18 years or older
- Demonstrated experience cooking for large groups (school or restaurant setting preferred)
- Food Handlers Certificate preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

Kitchen Operations (40%)
- Create menus to meet the CACFP, NAEYC and Community Care Licensing requirements
- Prepare meals for up to 110 children daily including breakfast, lunch and snack based on established menu rotation
- Organize the daily distribution for lunch, snack and breakfast ensuring proper portions and appropriate quantity
- Measure all food portions to ensure accuracy of CACFP designated serving sizes
- Participate in meetings and lead trainings as required
- Giving directions to SJSU kitchen student staff

Inventory (30%)
- Track inventory to ensure there is adequate supply stock for kitchen: food and paper goods, daily milk count
- Receive store delivery of supplies and cross reference invoice quantities
- Report food in poor condition when supplies arrive
- Make substitutions when necessary with Operations Coordinator approval

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• Restock refrigerators, cupboards, supplies & storage containers
• Create CACFP menu production forms
• Daily collect children’s meal records

Health and Safety (30%)
• Maintain a clean, neat, and safe kitchen and environment
• Wash & sanitize dishes, bins, carts, food storage containers and cooking pans after breakfast and lunch
• Respond and report when necessary any health and safety hazards within the CDC kitchen
• Discard left-over food in garbage bins, taking care to look for silverware, plates & cups
• Complete Food Handlers Certificate and maintain its standards

KNOWLEDGE, SKILLS AND ABILITIES

• Preferred: Knowledge of CACFP
• Knowledge of principles, tools and techniques of food service management, including planning of meals
• Knowledge of inventory control procedures, and storing of food items and supplies.
• Knowledge of the practices, methods and procedures of volume food preparations; food values, characteristics and nutrition; personal hygiene, food handling, sanitation and safety precautions.
• Effective communication skills and the ability to interpret verbal and written instructions
• Ability to delegate tasks to student assistant employees
• Ability to lift/unload food and supplies
• Ability to operate kitchen equipment safely
• Ability to work standing for 6-8 hours daily
• Ability to lift up to 40 pounds safely from floor to mid-waist high table
• Ability to perform movements which include grasping, touching, pushing, pulling that require manual dexterity and eye-hand coordination
• Knowledge of universal precautions, blood borne pathogens, and first aid preferred

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students, SJSU is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, color, national origin or ancestry, physical or mental disability, age, sexual orientation, pregnancy, marital status, covered veteran status, or any other basis protected by federal, state, or local law or regulation. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application review begins January 2nd, 2018. Position open until filled. Click here to apply!