



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, September 24, 2018 @ 4:00pm

Food Service Coordinator

2018-19 Classified Salary Schedule Grade 14, \$17.30-22.07 per hour. The District provided health and welfare benefits, valued at \$19,530.96 for 2018-19 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

Under general supervision, performs tasks in the preparation of food for the children's center and is familiar with the state regulations for food service for child care centers.

DUTIES AND RESPONSIBILITIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Responsible for the preparation of breakfast, lunch, and snack menus for the children's center.

Responsible for food preparation for the children's center.

Follow sanitary and safety standards in food preparation and storage.

Order and store all food and materials necessary for the operation of the food program and curriculum needs.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday-Friday

7:30 a.m. - 4:30 p.m.

Maintain records necessary for state reporting

Responsible for maintaining, cleaning, and sanitizing kitchen area.

Responsible for training and guiding kitchen staff and student workers in food preparation, storage, and sanitation procedures.

Provide assistance to children's center teachers in serving meals and following sanitary procedures.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent.

1 year of experience in food preparation for children 1-10 years of age.

Age 18 years old or older.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

PHYSICAL REQUIREMENTS

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, a conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed material and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Manual dexterity sufficient to use a variety of tools, equipment and supplies.
8. Ability to lift and carry 50 lbs.
9. Manual dexterity sufficient to use a variety of tools, equipment and supplies.
10. Ability to stand, sit, stoop, kneel, crouch, bend, squat or crawl, run, jump and climb

Reasonable accommodations will be made for candidates with physical disabilities.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, September 24, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or Edjoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu.

Classified online application submission: www.edjoin.org

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268

Telephone: 661-763-7805
Email: tjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 14 on the Classified Salary Schedule.

SUPERVISION

Supervision is received from the Children's Center Director. This position has no supervisory responsibilities.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 40 hours per week and 12 months per year.

May require over-time, weekend or evening hours throughout the year.

Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.