

**Food Service Exec Chef, Lead**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=232887>

Downloaded On: May. 18, 2024 11:08pm

Posted Mar. 13, 2024, set to expire May 31, 2024

**Job Title** Food Service Exec Chef, Lead  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Mar. 13, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5098809>

**Apply By Email**

**Job Description**

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**Food Service Exec Chef, Lead**

HR EMPLOYMENT/CAREERS

**Closing Date: 04/01/2024\***

\*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

**Starting Salary:** \$6,128.24 (per month); **Salary Grade:**C3-50

**Full Salary Range:**

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\$6,128.24 - \$8,147.95 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

All interviewing costs incurred by applicant are the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

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**DEFINITION:**

Under the direction of an assigned administrator, plan, coordinate, and assist in the oversight of activities and operations of the food service kitchen; oversee the work of assigned food service personnel; in coordination with Campus Center Director, develop and prepare menus and large quantities of food items to meet production requirements; help coordinate food preparation for catering activities; and plan and participate in catering assignments.

**DISTINGUISHING CHARACTERISTICS:**

Leads receive direction from the appropriate administrator and assist in the following areas: developing daily work schedules, assigning and reviewing work, training assigned staff, providing needed supplies, solving unusual or difficult problems, performing skilled tasks in any of the assigned areas, and assuring the cleanliness of the kitchen, serving areas, utensils and equipment.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

**General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Communicates effectively orally, in writing, and electronically.
7. Performs other related duties as assigned.

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**Job Responsibilities**

1. Coordinate the operational workflow of the food service area and assigned food service personnel.
2. Monitor food service operation activities and make recommendations regarding process changes.
3. Work with the Campus Center Director to invent or reproduce existing outside competitive menu offerings; suggest new and interesting menu items.
4. Hire and train temporary employees and student assistants regarding job duties, standards of food service operations, sanitation, safety and customer service.
5. Assign and monitor work of assigned food service personnel to ensure quality control; provide input to performance evaluations.
6. Adhere to and carry out established rules, policies, and procedures.
7. Coordinate with the Campus Center Director to plan and develop recipes and menus including specialty menus.
8. Organize, oversee and assist in the preparation of food in large quantities; ensure food meets quality standards.
9. Adjust recipes and formulas to confirm to quantities needed, as required.
10. Assist in coordination of food preparation in the main kitchen and food court areas; demonstrate food preparation and service techniques.
11. Use a variety of kitchen equipment and utensils in preparation of menu items; maintain inventory of equipment.
12. Determine quantities of bakery items and place orders; initiate requisitions as needed to maintain adequate resources.
13. Perform more difficult and advanced food service activities to include preparing and cooking main dishes, meats, pasta, and vegetables; prepare salads, sandwiches, fruit, soups, and other foods.
14. Provide leadership and oversee catering and special functions, including food preparation, and events such as evening banquets and weekend conferences; prepare menu coordination.
15. Ensure that food preparation and storage areas are maintained in a clean, orderly and sanitary condition.
16. Maintain records and prepare routine reports related to kitchen operations, outputs and inventory.
17. Service and inspect the campus center and take appropriate action to maintain it in good appearance; inspect kitchen equipment to ensure proper function and sanitary standards; perform minor maintenance and repairs as required in keeping assigned areas safe and operational; report the need for major maintenance and repair to the Campus Center Director.
18. Perform related duties as assigned.

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**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Basic methods of preparing and serving food in large quantities.
2. Catering and banquet set-up.
3. Common kitchen appliances and utensils.
4. Cleaning methods.
5. Campus Center service procedures.
6. Safety and sanitation principles as they relate to food service and kitchen maintenance.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Lead, train and oversee the work of assigned personnel.
3. Develop and prepare menus.
4. Organize tasks and see that they are carried out.
5. Learn to operate food services equipment/appliances.
6. Lift and carry boxes and supplies.
7. Understand and carry out oral and written instructions.
8. Observe safety requirements and safe work practices and methods as required.
9. Establish and maintain cooperative work relationships.
10. Work independently and under minimal supervision.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Associate's degree in culinary arts, business, hospitality management or related field **AND** four (4) years of experience in professional cooking or catering.

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**License or Certification**

Possession of a valid class C California driver's license.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor kitchen/cooking environment; temperature can be hot or cold.
2. Cafeteria-style environment; noise level is moderate to loud.
3. May include travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Lift moderate to heavy objects up to 60 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all**

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**application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1570?c=fhda>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Foothill-De Anza Community College District

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