Bakersfield College Food Services

Mission Statement:

The mission of the Food Services Department is to enhance and support the educational and student wellness goals of Bakersfield College. In pursuit of this mission, the Food Services Department acts as a partner in the district community which includes students, parents, teachers, staff, administrators and members of the larger Bakersfield area. The Food Services Department is dedicated to offering nutritious and enjoyable meals while maintaining high quality food standards, fulfilling customer desires, partnering with the learning environment, generating income which can augment district resources, and meeting the needs of the district community.

Unit Responsibilities and Projects:

- Oversee the day-to-day operations at restaurants and other places that serve and prepare food and beverages.
- Plan for and purchase food for food service program.
- Ensure food in storage meets adequate levels of nutrition and sustenance.
- Maintain required records including food production, inventory, income/expense, meal counts and personnel records.
- Ensure program follows proper sanitation procedures.
- Preside over food service employees, including cooks, food preparers, cashiers, and other employees.
- Ensure safety standards are maintained while food is being cooked.
- Prepare and serve the food.
- Plan menus.
- Respond to customer preferences and complaints.
- Plan and budget for future meals.
- Ensure dining experience is satisfactory.
- Deliver orders to appropriate customers.
- Direct the cleaning of the dining area and kitchen including the utensils.
- Maintain employee records, prepare payroll, and complete paperwork to comply with laws and regulations.
- Keep records of supplies and purchases.
- Provide both internal and external catering
- Run Concessions during events
- Help develop culinary students during their work experience.
Expected changes in primary responsibilities this year (ongoing):

- Opening and maintaining three new food service venues.
  - Mount Vernon Commissary (MVC): fully staffed to provide food service for BC students and staff.
  - Huddle: Current on-site food service for students, staff, & faculty with grab and go items, snacks, beverages, and daily lunch specials
  - Gades Grub: BC Food Service Mobile food truck
  - Brand BC through social media: @BCBreakingBread
- Support sustainability through food
  - Focus on eco-friendly food packaging
  - Develop relationships and work with local food purveyors.
- Brand BC Food Services both internally and externally through excellent service, food, and social media presence.
- Develop Marketing Program through branding and social media.

Special or Long-term projects Food Service expects to implement:

- Brand BC Food Services both internally and externally through excellent service, food, and social media presence.
- Create an on and off line version of our catering menu
- Develop food court menus and concepts for new kitchen

Accomplishments:

- Increased catering sales by 20%
- Acquired food trailer
- Developed Branding Concept
- Implemented Staff training
- Purchased commissary kitchen and oversaw the renovation plans for the new MVC.
- Presided over the redesign of space in front of the basketball gym. Future home of Food Services called the Huddle
- Decreased customer wait time for fried food items by purchasing new fryers.
- Hired new Assistant Manager
- Successfully received A’s during health inspections
- Promoted two Food Service IIIs to cook/baker positions.
- Creating an approved outside vendor listing using college approved ICA’s.
## Work Plan:

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening and Maintaining three new food service venues</td>
<td></td>
<td></td>
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<tr>
<td>Design Menu</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>Creating standardized operating procedures for new venues.</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>Develop logistics for transporting food</td>
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<tr>
<td>Creating a cohesive catering request program campus-wide</td>
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<tr>
<td><strong>Staff and Training</strong></td>
<td></td>
<td></td>
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<tr>
<td>Hire Assistant Manager</td>
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<tr>
<td>Develop Student workers</td>
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<tr>
<td>Weekly staff meetings</td>
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<tr>
<td>Train staff on safety and sanitation standards</td>
<td>On Going</td>
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<tr>
<td>Staff to obtain food handlers certificates</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>Develop safety and sanitation procedures for food service</td>
<td>In Progress</td>
<td></td>
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</tbody>
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