**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 for Huddle and Gades Grub
- 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.
- 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 with the addition of Gades Grub
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 serving daily specials and hot items.
  - Brand BC through social media: @BCfoodscene

- Support sustainability through food
  - Focus on eco-friendly food packaging

- Brand BC Food Services both internally and externally through excellent service, food, and social media presence.

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

- Providing BC food trailer (Gades Grub) for all home football games
- Educate faculty on new catering procedures
- Launch new catering procedures on BC food services site
- Continue the development of menu, concepts and design for the new BC Food Center
## 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>completed</td>
<td></td>
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<tr>
<td>Design Menu</td>
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<tr>
<td>Created standardized operating procedures for Food Service Dept.</td>
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<tr>
<td>Creating a cohesive catering request program campus-wide</td>
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<tr>
<td>Staff Training for 3 food service venues</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>
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<tr>
<td>Staff to obtain food handlers certificates</td>
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<td></td>
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<tr>
<td>Develop safety and sanitation procedures for food service</td>
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