

SHASTA HEAD START CHILD DEVELOPMENT, INC

Food Services Coordinator

Supervisor: Health Services Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Monitor the kitchen operations throughout Shasta Head Start to ensure the quality of food; that the food is properly prepared and served; and the program is in compliance with applicable laws, regulations and Head Start Performance Standards. Order or assist the line cooks in ordering the necessary food and supplies to meet the requirement for the program.

Essential Duties and Responsibilities

- Coordinate and provide training to cooks, cook aides, and staff in the area of ordering food, quantity, and preparation that meets the CACFP regulations and Head Start Performance Standards.
- Conduct on-going monitoring of kitchens at each site to ensure appropriate safety and health practices are followed to ensure compliance with all applicable federal, state, and local laws and regulations.
- Maintain record keeping and reporting systems, schedules, timelines policies and procedures to ensure compliance within the State Sponsored Food Program.
- Communicate with staff, parents, program managers, consultants and community to enhance Food Services to children and families.
- Collaborate with state and community partners as needed to enhance delivery of Food Services.
- Complete monthly CACFP reimbursement claim.
- Contribute to the planning of Shasta Head Start center menus.
- Order supplies and materials as needed for effective Food Service delivery.
- Ability to travel throughout Shasta Head Start catchment area on a regular basis.
- On-going professional development through education, role modeling, mentoring, and training.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write technical reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to organize and manage time effectively and work independently.

Education and Experience

Minimum

High school diploma and four years of increasing responsibility cooking in a commercial kitchen serving 100 persons or more on a regular basis. Or, Associate's degree in Nutrition, Food Service Management or related field and two years of increasing responsibility cooking in a commercial kitchen serving 100 persons or more on a regular basis.

Desired

Bachelor's degree in Nutrition, Food Service Management or related field and two years of increasing responsibility cooking in a commercial kitchen serving 100 persons or more on a regular basis.

Certificates, Licenses

- ServSafe® certification desired

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear; stand and walk. The employee is frequently required to taste or smell; climb, stoop, knee and crouch. The employee must regularly lift and/or move up to 20 pounds. The employee frequently lifts and/or moves up to 40 pounds floor to waist, occasionally lifts and/or move up to 75 pounds knuckle to waist and occasionally lift 15 pounds overhead occasionally. Push/pull up to 75 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title