JOB SPECIFICATIONS

JOB TITLE: Food Services Coordinator

REPORTS TO: Health and Nutrition Manager

SUPERVISES: Food Service Technicians

SALARY RANGE: $35,600.00 - $43,900.00 annually

SUMMARY OF JOB: Monitor the kitchen operations throughout Head Start to ensure that the food is properly prepared and served; and the program is in compliance with applicable laws, regulations and Head Start Performance Standards.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide or coordinate training for food service staff on 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 CACFP.
- Accurately complete monthly CACFP reimbursement claim within established timelines.
- Work with Dietician to complete menus
- Ensure that special menus are created for children with allergies
- Review and approve all food and material orders before they are sent to vendors
- Ensure food services operate within established budgets
- Participate in on-going professional development for food techs through education, role modeling, mentoring, and training.

REQUIRED SKILLS AND ABILITIES:

- Maintain confidentiality in accordance with Agency policy and legal requirements
- 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
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.

- Ability to **w**rite technical reports, business correspondence, and procedure manuals.
- Ability to effectively present information regarding food services operations to a diverse group of staff, parents and the general public
- Ability to solve practical problems
- Must be knowledgeable about various software programs such as MS Word and Excel.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

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. ServSafe® certification desired.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and liability insurance required.