

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Food Services Supervisor I, II, III
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: 8, 9, and 10
Reports to: Program Director

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Plans and coordinates county nutrition program area to meet the needs of the children and families in compliance with Head Start Performance Standards and USDA requirements.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Provides food service program that meets requirements by:
 - Planning and developing culturally and age appropriate menus that meet established nutritional guidelines.
 - Collaborating with USDA Food Services Specialist for menu input and approval.
 - Ensuring the children's nutritional needs or food allergies are met.
 - Meeting with parents for menu approval and distributing menus to classrooms and parents.
 - Ensuring that menus are translated into Spanish.
 - Developing a plan to ensure follow-up for children with special nutritional needs.
2. Purchases food and kitchen supplies by:
 - Identifying suppliers, negotiating prices, estimating food consumption, placing and expediting orders, collaborating with Program Support Manager for adequate food budget in accordance with Agency purchasing guidelines.
3. Administers the Food Service program area by:
 - Monitoring the timely preparation of culturally/age appropriate meals.
 - Monitoring the compliance of nutritional guidelines.
 - Assisting and substituting in the kitchen as needed.
4. Maintains Food Service staff performance results by:
 - Supervising cooks and volunteers.
 - Providing guidance and positive reinforcement to include conducting and reviewing staff performance.

- Utilizing a process to ensure program effectiveness through employee performance plans.
 - Planning, monitoring, and appraising job results to include review of documentation, memos, notes, and other data.
 - Implementing staff disciplinary procedures in accordance with Agency policy and procedures.
 - Training food service staff on food preparation, sanitation, food storage, chemical exposure, and safety following state and local regulations.
 - Monitoring and maintaining current Food Handler's Licensure of all Food Service area staff.
 - Reviewing and authorizing staff time records and overtime to ensure compliance with Agency policies and procedures in regards to wage and hour laws and regulations.
 - Ensuring compliance with Agency occupational safety and health standards.
5. Maintains a clean and safe environment by:
- Implementing federal, state and local sanitation requirements.
 - Working closely with local sanitation department to ensure sanitation/safety compliance.
 - Ensuring Food Service staff receive adequate support and guidance in safety and sanitation procedures.
6. Prepares and maintains accurate grant reports by:
- Collecting and ensuring mealtime counts are accurate.
 - Monitoring of production records and daily attendance.
 - Preparing monthly USDA billing reports and tracking menu production reports.
 - Completing monthly milk audit.
7. Coordinates integration of nutrition in other program service areas by:
- Supporting nutrition activities in classroom.
 - Providing nutrition trainings to parents and staff as needed.
8. Maintains technical and professional knowledge by:
- Attending workshops, seminars and training, networking and reading professional publications.
9. Contributes to a team approach by:
- Attending staff meetings, parent meetings, and other meetings as required.
 - Providing food for parent trainings and other special events as requested.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
10. Maintains confidence and protects agency operations by:
- Keeping information confidential.
11. Provides emergency services as an Mandatory First Responder by:
- Responding to child/adult emergencies by using First Aid and CPR skills.
 - Contacting appropriate medical personnel.
 - Ensuring documentation related to incident is completed.
 - Participating in fire drills and assisting in the evacuation of the children.
 - Establishing emergency response procedures for the county program.

12. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Participating in emergency drills and assisting in the evacuation of the children.
 - Collaborating with management staff for the prompt completion of injury investigation, corrective actions, and inspections as required.
13. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

AA/AS degree in food service, dietary management or other closely related field, with at least 2 years of work experience to include supervisor or management experience, preferably in an institution providing food service **OR** combination of college level coursework in food service curriculum with 3 years work experience to include supervisory or management experience, preferably in an institution providing food service **OR** High School diploma/GED with 4-5 years work experience to include supervisory or management experience, preferably in an institution providing food service.

Other Job Requirements:

1. Possess and maintain current Food Handler's Card.
- 2 Knowledge of nutrition, dietary services, institutional food preparation, menu planning, sanitation procedures and regulations.
3. Ability to pass an agency sponsored physical examination. TB test documented.
4. Must enjoy working with and be sensitive to the needs of children & families.
5. Ability to travel to attend workshops or training.
6. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
7. Current First Aid and CPR cards with infant/child CPR.
8. Must be enrolled in Oregon Criminal History Registry.
9. THIS IS A MANDATORY RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
2. Knowledge of federal and state laws governing sanitation and food preparation.
3. Excellent communication and organizational skills.
4. Ability to work and relate positively with children and adults.
5. Excellent supervision/managerial skills.
6. Effective training/development skills.
7. Must be computer literate with working knowledge of MS Excel.

8. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making.

Physical Requirements of the Job:

Please see attached Physical Job Analysis.

Job Conditions:

There may be frequent interruptions, working alone, evening or weekend work, and working long hours during peak periods. May work in a hot, noisy, close environment. May be exposed to cleaning solvents and other cleaning materials. May also have to walk on wet, greasy or slippery floors.

Tier I Counties have a combination of programs serving up to 129 children.

Tier II Counties have a combination of programs serving 130 to 299 children.

Tier III Counties have a combination of programs serving over 300 children.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.