Missouri Ozarks Community Action

Job title	*CACFP NUTRITION/SERVICE MANAGER*	**Grade**	*8*	**Class**	Non-Exempt
Reports to	*HEAD START PROGRAM DIRECTOR*	**Step**		**Unit**	HEAD START

Job purpose

This is a program/project position based out of central office. To provide professional expertise in site monitoring, consultation, training, policy and procedure development and daily oversight of the CACFP Nutrition Services, Nutrition Education and the identification, referral and follow-up of children with potential nutritional issues. To apply professional expertise in the nutrition component and to work in cooperation with other disciplines to develop, implement and provide overall nutrition services to Head Start/Early Head Start children, their families and Head Start Staff. This position is supervised by the Head Start Program Director.

Duties and responsibilities

Job Specific:

1. Ensure CACFP compliance and tracking in all sites.
2. Ensure nutrition staff are trained and follow all CACFP guidelines.
3. Ensure that nutrition service materials are tracked and accounted for.
4. Ensure reasonable and allowable cost are within means.
5. Ensure nutrition staff are trained in kitchen safety, equipment operation, and proper sanitation.
6. Development and distribution of written and web based materials for children, adults and employees within the nutrition component.
7. Use multidisciplinary team approach to develop and provide nutrition services to children, families and staff.
8. Identify nutritional needs of children and families using an integrated screening system and observations while giving assistance.
9. Assess, (includes individual child assessments) document, plan and evaluate all nutrition related services to ensure best possible nutrition contacts possible for children and families.
10. Ensure children with food related allergies have a plan in place.
11. Review menus and other related systems to ensure a high quality nutrition program for MOCA Head Start/Early Head Start.
12. Consult with a certified nutritionist on menus for compliance with Performance Standards and CACFP guidelines
13. Provide assistance and consultation to assure that written policies and procedures are kept current.
14. Design and deliver nutrition related training to parents and staff.
15. Work with community organizations to collect and disseminate additional information, and to arrange training and services.
16. Assist in identifying and recruiting prospective families and volunteers for Head Start.
17. Regular contact through correspondence and newsletters to provide nutrition education, documentation and information.
18. Provide regular site visits to all MOCA Head Start locations to monitor for food safety tracking and follow-up and as prescribed in the Head Start Performance Standards and the USDA/CACFP regulations.

All Management Staff:

19. Updates, monitors, and follows policies, procedures, and forms on agency website as needed.
20. Participates in management staff meetings, or obtain meeting information and attends trainings as needed.
21. Participates in the planning and implementation of the annual self-assessment process.
22. Submits required program reports in an accurate and timely fashion.
23. Maintain and update policies procedures and handbooks per Federal/State regulations, agency directives and guidelines.
24. Provides assistance and administrative support to the Head Start Program Director as necessary.
25. Plan and/or conduct staff professional development.
26. Contributes to the development of program proposals and Community Assessment, as requested.
27. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.

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28. Participates in annual strategic planning processes.
29. Participates in annual budget planning processes.
30. Work in cooperation toward common goals with all other areas (Education/Disabilities/ Mental Health/Health/Nutrition/PFCE/Facilities & Transportation/ERSEA) within Head Start Program.
31. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Understand and promote the goals and philosophy of Head Start.
3. Has general knowledge of and adheres to Head Start performance standards and the agency's mission statement.
4. Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct.
5. Establish and maintain good working relations with other service providers, including co-workers and community.
6. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
7. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
8. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
9. Attend all staff meetings and required trainings.
10. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
11. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
12. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. Culinary Arts Certification and High School diploma or GED
2. One year of professional level experience working in food service
3. Impeccable customer service skills.
4. Possess excellent communication skills (writing, spelling, listening, and speaking).
5. Ability to communicate and work with a variety of people from diverse backgrounds.
6. Working knowledge of Community Action and its programs.
7. Cooperate as a team member.
8. Ability to work without close supervision.
9. Utilize time management techniques.
10. Proficiency in word processing, spreadsheet, database, and presentation software.
11. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. High School diploma or GED
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Computer skills in Microsoft Office, as well as learn other program software
5. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
6. Continuous and ongoing pursuit of improved education and credentials of this position.
7. Ability to become Certified Serve/Safe, CPR/First Aid
8. A current physical examination including a TB test. (within 30 days of employment)
9. Demonstrate dependable transportation, current insurance, and valid driver's license.
10. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

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Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.
Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		**Approved by:**		**Approved by:**	
Date approved:		**Date approved:**		**Date approved:**	
Reviewed:		**Reviewed:**		**Reviewed:**	

Policy Council approval: May 2022