

HEAD START NUTRITION TECHNICIAN

DEPARTMENT **Head Start**
GRADE **2**
CLASSIFICATION **Non-Exempt**
REPORTS TO **On-Site Manager**

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principles. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by program Directors and the Executive Director that project appropriate image or impact health and safety issues.

CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Job Summary

To purchase food and to prepare and serve meals to young children.

Duties and Responsibilities

1. Cook and serve breakfast, lunches and supplements that meet USDA and Head Start guidelines.
2. Serve meals at scheduled times.
3. Purchase food items, cleaning supplies, and supplies needed for the center.
4. Maintain records of purchases and amount of food served daily.
5. Keep daily meal count.
6. Make an end-of-month inventory.
7. Cooperate with other personnel by integrating the nutrition component with other aspects of the program.
8. Wash dishes, which includes both hand and machine washing.
9. Clean kitchen and dining room daily (which includes mopping the floor) and equipment. Maintain standards set forth by the county sanitarian and the state licensing requirements.
10. Participate in fire and Storm/ tornado drills.
11. Be willing to attend trainings (agency and outside).
12. Attend parent meetings.
13. Ensure confidentiality of Head Start families and child records.
14. Any other duties as assigned by management staff.

Behavior Standards

1. Establish and maintain effective working relationship with the children, parents, other staff members, and the community.
2. Regular attendance on job.
3. Conduct self as a representative of the agency.
4. Have good personal hygiene and be well-groomed.
5. Wear appropriate clothing: dress or blouse with sleeves, pants, closed toe shoes, apron, kitchen gloves, and hair covering.

Qualifications

1. Have a high school diploma or GED.
2. Ability and desire to work with low-income families and different ethnic groups.
3. Ability to follow the menu cycle. Prepare meals that meet the USDA and Head Start guidelines.
4. Must be physically able to stand for periods of time. Lift and carry heavy cooking utensils and serving trays.
5. Must provide documentation that they meet the health requirements set forth in the state licensing requirements.
6. Must not work at the Center while infected or carrier of communicable disease.
7. Must have reliable transportation, a valid Oklahoma driver's license and liability insurance.

Physical Demands

Employee must be able to communicate effectively, both orally and in writing. Must be able to work under stress and to organize and conduct several activities simultaneously. Must be able to participate and be engaged in Head Start activities. Travel is required.

Physical Requirements

1. Ability to manage physically active children ages 0 to 4 within a weight range up to 60 pounds including lifting, guiding and withstanding sudden movements.
2. Physically able to perform essential job responsibilities.
3. Ability to lift several times in an 8 hour day.
4. Bending at waist, kneeling, stooping and sitting on floor, or crouching to maintain direct eye contact with children.
5. Ability to lift items and equipment up to 60 pounds with or without reasonable accommodations.
6. Must pass a pre-employment physical exam.

I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.

Employee Signature: _____

Date: _____

Revised 5/2021