

Opportunities for Chenango, Inc.

Head Start

Position Available

Food Service Manager, New Berlin, 35 hours per week, \$11.65 hourly. This is 10 month position that follows the school calendar.

Responsibilities: Works as part of the center team to support staff in the classroom. Responsible for the purchase, preparation and serving of meals to preschool age children staff and volunteers. It is expected that the food service staff will attend the National Food Safety Certification Program and maintain certification while employed.

Qualifications Minimum: high school or GED graduate.

Preferred: High school graduate and be certified by The National Food Safety Certification Program

Application and/or letter of intent will be accepted until the position is filled.

Please send Resume and Cover Letter:
Opportunities for Chenango, Inc.
44 W Main St
Norwich, NY 13815
Attn: Robin Tuttle
Fax: 607-336-6958 or email: rtuttle@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

OPPORTUNITIES FOR CHENANGO, INC.
HEAD START PROGRAM

Position: Food Service Manager **Date Revised:** Nov 2015
Reports To: Nutrition Services Coordinator **Salary Category:** A
Employment Status: 10 mo. /Nonexempt

Responsibilities: Responsible for the purchase, preparation and serving of meals to preschool age children staff and volunteers. Ensures that federal, state and local licensing regulations are met. It is expected that the Food Service staff will attend the National Food Safety Certification Program and maintain certification while employed.

Minimum Qualifications: Must be a high school or GED graduate.

Preferred Qualifications: High school graduate, certified by The National Food Safety Certification Program and at least one year food service experience.

General Duties:

1. Acts in accordance with the Opportunities for Chenango, Inc. Mission Statement and abide by its Standards of Conduct.
2. Assists in ensuring the agency meets all federal, state, and local regulations.
3. Works within a team to plan and administer a comprehensive program of services.
4. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural and educational backgrounds.
5. Interacts and communicates effectively with co-workers, customers and community members in a professional and respectful manner.
6. Immediately reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
7. Maintains confidentiality of information regarding children, families, staff, and program issues.
8. Follows procedure when "calling in" due to illness and for use of leave time.
9. Participates in all required meetings and trainings and shares information with colleagues as appropriate.
10. Drives agency vehicle and transports families as necessary.

Essential Duties:

1. Maintains high standards of food preparation according to local policy and procedure using standardized recipes and approved menus.
2. Assures that the minimum CACFP meal requirements are met for each enrolled child on a day to day basis.
3. Complies with all local, state and program sanitation regulations in regards to personal cleanliness, preparing, serving and storing foods and when cleaning food service areas.
4. Modifies the menu to accommodate children with disabilities or special dietary needs.
5. Encourages parent participation in all aspects of nutrition services.
6. Purchases site groceries within budget.
7. Maintains records and submits reports and receipts according to deadlines.
8. Actively participates in discussions at staff meetings
9. Maintains small and large kitchen equipment and appliances.
10. Recruits and trains Food Service Manager Substitutes according to policy and procedure.

Duties supervised by the Teacher/Director:

1. Submits time sheets and leave forms according to policy.
2. Assists with orientation of new staff, volunteers, parents and substitutes.
3. Includes all children in planned nutrition activities.

4. Eats meals with children according to the needs of the classroom and models positive meal time attitudes
5. Assists in planning of nutrition programming collaboratively with classroom staff, sharing ideas, shopping, and teaching nutrition when requested to children, parents and staff.

Working Conditions:

Talking – ordinary

Hearing – ordinary conversation

Weight-lifting up to 50 lbs.

Physical Demands – climbing, stooping, kneeling,
reaching, pushing, handling

Seeing – acuity, near and far