

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

NUTRITION COMPLIANCE SPECIALIST

POSITION SUMMARY:

Responsible for ensuring compliance with local, state, and federal health codes, Cal/OSHA, and the Child and Adult Care Food Program (CACFP). Tracks daily meal counts, performs site monitoring audits, processes weekly meal claims, updates and maintains nutrition forms, and required nutrition documents. Supports Nutrition Manager with agency compliance of the Child Care Food Program.

POSITION OVERVIEW:

- Employment Type: Full Time/Non-Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration and Nutrition
- Reports to: Director of Nutrition
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Performs site monitoring reviews/audits agency wide as required by Child Adult Care Food Program
- Responsible for CDE management bulletin changes, or communicating needed changes
- Receives, tracks, documents and follows up on weekly meal counts sheets and processes meal claims
- Receives, checks, and documents food and supplies upon delivery and maintains inventory control
- Supervises and maintains proper storage of food and supplies
- Provides instruction and guidance to staff regarding storage and rotation of food and supplies
- Creates a climate in which people want to do their best. Can motivate team or project members and makes each individual feel his/her work is important
- Estimates needed food quantities and orders food and supplies to meet menu requirements
- Receives and tabulates daily meal counts and site inventory
- Receives and fills all site infant formula/food requests
- Responsible for the end of the month inventory records
- Plans, orders and prepares food items for sites, fieldtrips and special events
- Lifts and carries moderately heavy supplies, with assistance as necessary
- Assists Director of Nutrition with staff nutritional trainings and orientations
- Assists with planning cycle menus and seeks input from staff regarding menu quality
- Serves as a backup food transporter as needed
- Identifies workplace hazards and/or unsafe conditions and ensures kitchen compliance with Cal/OSHA
- Contributes improvements in techniques affecting nutrition service operations
- Follows and enforces Nutrition Policies, Procedures, Standards of Practice, and enforces all health and safety regulations according to USDA regulation and Health codes

POSITION QUALIFICATIONS/REQUIREMENTS:

- Associates Degree
- 2 years of Commercial food service supply ordering, inventory, storage and record keeping practices
- Proficient in Microsoft Office and Access
- Strong oral, written and computer skills
- Must maintain confidentiality of children, families and staff
- Ability to work effectively and use a positive approach with a diverse group of people
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner

- Must maintain Food Handling Certificate
- Possession of a valid California Driver's License with ability to operate agency vehicles
- Possession of a current and valid CPR/ First Aid Certificate
- Infectious disease prevention training

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions
Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at

<http://kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you