

Job Summary:

Serves as specialist in the area of nutrition to plan, coordinate and implement food service activities of childcare program by performing the following duties personally or through subordinate staff.

Essential Functions:

- Estimates food costs and requisitions or purchases supplies.
- Makes recommendations for kitchen equipment and advises in kitchen layout and design for child care centers.
- Monitors center food service records.
- Trains kitchen staff.
- Plans menus to meet nutritional needs of children using guidelines established under state and federal governments.
- Inspects food and food preparation to maintain quality standards and sanitation regulations.
- Investigates and resolves food quality and service complaints.
- Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.
- Directly supervises two employees in the food service department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviewing and training employees.
- Planning, assigning and directing work.
- Appraising performance.
- Disciplining employees.
- Addressing complaints and resolving problems.

Knowledge, Skills and/or Abilities:

- **Skills/Abilities to:**
 - Read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
 - Write reports, business correspondence, and procedure manuals.
 - Effectively present information and respond to questions from groups of managers, parents and the general public.
 - Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
 - Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
 - Establish and maintain cooperative working relations with parents, staff and community.
 - Analyze a problem and present him/herself fairly and forcefully.
- **Knowledge of:**
 - Food service management.
 - Nutritional Science, child growth and development.

Working Conditions and Physical Abilities: Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. Frequently is required to stand and walk. Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus. Occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Education and Experience Required:

- An Associate Degree or higher, in nutrition or a related field is required, plus two years administrative or management experience in community nutrition and/or food service.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.