

SEQUATCHIE VALLEY PLANNING AND DEVELOPMENT AGENCY

JOB DESCRIPTION

Position: Nutrition Worker

Reports To: Center Team Leader and off-site Health Services Manager and CACFP Specialist

Supervisory Responsibility: This position has no supervisory responsibility.

Salary Scale: \$10.67 to \$11.86 per hour

Summary / Objective

Under the general supervision of the Center Team Leader with off-site support provided by the Health Services Manager and CACFP Specialist, the Nutrition Worker is responsible for guaranteeing that the children are served nutritious, good tasting and appealing meals and snacks. It is the Nutrition Worker's responsibility to prepare these meals and snacks by methods that maintain high nutrient levels and that are sanitary. It is also the Nutrition Worker's duty to deliver meals to the classroom ready for family style meal service and suitable for the children's age and development. The Nutrition Worker purchases all food and supplies necessary and keeps records required by the Child and Adult Food Care Program (CACFP) and the Tennessee Department of Health Food Service Establishment Laws and Regulations. This position involves extensive organizing, problem solving, record keeping, and time management.

Essential Functions

1. Participate in Agency training events, center staff meetings, and other training events as required;
2. Plan and prepare food in accordance with Sequatchie Valley Head Start and Early Head Start child care recipes provided by the USDA's Child Care and Adult Food Program;
3. Purchase food and supplies necessary to prepare planned menus for the number of enrolled children and program staff;
4. Plan meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary, with prior approval, purchase and serve food of equivalent nutritional value;
5. Prepare meals and snacks of nutritious value that contribute to the wellness and healthy growth of young children, ensuring food tastes good and looks appealing, and there are reasonable amounts available to offer second helpings if required;
6. Maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintain an orderly, sanitary, and safe kitchen;
7. With the guidance of the CACFP Specialist, modify menus and recipes and prepare foods to meet the developmental needs of infants and toddlers and the medical and feeding needs of children with disabilities or food allergies;
8. Deliver the food from the kitchen to the classroom ready to be served as suitable for the children's age and development;
9. Maintain cost control, budget and inventory systems based on the CACFP procedures of retention of records, including record keeping of daily meal counts and copies of food and non-food related invoices and receipts;
10. Ensure proper care and maintenance of all food service equipment; identify equipment needs for food preparation and service;

11. Assist teachers with developing food activities for the children in the classroom;
12. Perform other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Competencies

1. Successful experience working in a team setting.
2. Ability to present a positive image of the organization to members of the community.
3. Ability to plan, organize, and implement position requirements.
4. Experience working with a culturally diverse staff and clients.
5. Effective interpersonal, oral, and written communication skills.
6. Proficient use of computer applications, including word processing and email communication.
7. Maintain confidentiality, respecting the rights of children, families, and staff.

Work Environment and Physical Demands

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
3. This position involves standing for long periods as well as stooping, squatting, lifting, and climbing;
4. This position is regularly required to talk and hear;
5. Smoking and tobacco use, to include smokeless products and e-cigarettes, is prohibited on all agency premises, vehicles, meeting places, and during home visits. Early Head Start staff members are required to keep a change of clothing at the center if they smoke at home.

Position Type and Expected Work Hours

This is a full-time position scheduled to work Monday through Friday for 7 to 7.5 hours per day, depending on center assignment. Nutrition Workers assigned to Head Start centers work a 10-month schedule. Nutrition Workers assigned to Early Head Start centers work an 11-month schedule.

Occasional overnight travel is required for training events. Some travel is required within our five (5) county service area for training events and center visits. Ongoing training is required.

Required Education and Experience

Nutrition Workers must have:

- a high school diploma or equivalent
- experience in quantity food preparation, preferably with child care or restaurant background
- basic computer and paperwork/documentation skills
- ability to complete simple arithmetic calculations

Preferred Education and Experience

- Knowledge about child nutritional needs and growth/development
- Experience working with young children in a group setting
- High level computer and electronic recordkeeping skills
- Commercial Driver License (CDL) holder
- Spanish-speaking skills or dual language learner training

Work Authorization / Clearance

Documentation must be received, within ten (10) days of employment, by a licensed physician, nurse practitioner, or physician’s assistant, verifying that the employee is physically, mentally and emotionally capable of safely and appropriately providing care for children in a group setting. The documentation must also verify that the employee does not, because of communicable disease, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Employees must be re-examined periodically as determined by the health care provider.

The employee must have been screened and, if necessary, tested and medically cleared for tuberculosis prior to having contact with children.

Verification of criminal and juvenile background check results, the vulnerable person’s and sex offender registries results, and results of a review of the protective services records of the Departments of Children’s and Human Services must be received prior to employment and every five (5) years thereafter.

A pre-employment drug screen is required for all employees. All employees are subject to reasonable suspicion testing and certain positions require random testing.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date: _____

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