



**Nutrition Provider**  
**Date: July 19, 2018**

---

**Reports to:** Center Manager/Teacher  
**Classification:** Full-time

**Department:** Head Start  
**Status:** Non-Exempt

---

**Position Summary:**

This position is responsible for tasks related to preparing nutritious meals in the Head Start Center. This person is responsible for working collaboratively with all staff to maintain a program that includes an organized series of experiences designed to meet the needs of all participating children; meeting the needs of specific educational priorities of the local population and the community; and assisting and utilizing parents in alternative ways to foster the learning and development of their children. Work is performed under the supervision of the Center Manager/Teacher and the CACFP/Nutrition Manager, and reviewed through regular supervision, reports, and program achievements.

**Essential Functions:**

- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements.
- Participate in routine systematic planning to develop component goals/objectives based on the program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment as requested by supervisor.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Ongoing and professional communication and coordination with co-workers, management staff, community and customer/families.
- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Parent Committee, Policy Council and the Multi-County Board of Directors. Actively recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Work closely with other managers, staff and community agencies as needed to ensure coordination of services needed for individual children and families.
- Respect and support cultural differences and diverse family structures.
- Attend and participate in trainings, staff meetings, web based go-to-meetings, reflective supervision, new staff orientation, coaching and In-Service days.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community and/or public speaking.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Responsible to maintain completion of data entry into CAP 60 and Work Sampling according to set time frames and expectations; running reports; analyzing and submitting data/reports as needed/requested.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Audit children's files as needed or requested.

- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.
- Promote staff self-care and wellness.
- Promote staff team building activities.
- Maintain a clean and safe work area- to include socialization, vehicle and office.
- Work with all staff to meet the non-federal share (in-kind) – this includes completion and submission of in-kind paperwork.
- Assist in planning and attend Family Engagement Activities as requested/needed – participate as needed (ex. prepare food).
- Work closely with the Center Manager or Center Manager/Teacher and the CACFP/Nutrition Manager to ensure all children, families and staff receives nutritional support, as needed.
- Responsible for assisting with recruitment of new children with the rest of the center staff to maintain a wait list and assure funded enrollment is achieved by the first day of classes.
- Observe, and as requested by the Center Manager or Center Manager/Teacher be engaged and eat appropriately prepared meals with the children to model good nutrition and proper social skills for preschool children. Assist in the establishment a relaxed, social eating environment.
- Assemble supplies (includes groceries) and equipment needed for daily meal preparation.
- Prepare/cook nutritious meals including a wide variety of foods in accordance with provided recipes following the established cycle menus provided by CACFP/Nutrition Manager.
- Contact CACFP/Nutrition Manager for guidance if the menu must be modified.
- Review menus to determine food needed, make grocery list, order/purchase food economically meeting requirements (wholesale and local).
- Put away food and store according to rules and regulations.
- Responsible for completion/obtaining procurement documentation, as required.
- Responsible for maintaining documentation for foods purchased to meet CACFP Meal Pattern (ex. Whole Grain Rich, Cereals, Yogurts).
- Responsible for completion all paperwork and records, as required.
- Responsible for maintaining documentation for foods requiring CN label
- Responsible for weekly organizing, reviewing and signing grocery receipts and submitting to CACFP/Nutrition Manager.
- Responsible for completion monthly food inventory submission to CACFP Nutrition/Manager at the end of each month.
- Responsible for reviewing and following meal modification forms, reading Nutrition Questionnaires and follow-up with CACFP/Nutrition Manager, if needed.
- Responsible for the preparation of food for special diets per prescribed standards.
- Responsible for obtain special foods, as needed.
- Responsible of reporting any malfunctioning kitchen appliances/equipment to Center Manager or Center Manager/Teacher and CACFP/ Nutrition Manager.
- Request supplies as needed through the Center Manager or Center Manager/Teacher.
- Responsible to follow current CACFP guidelines and expectations.
- Responsible for coordinating with teaching staff to plan and participate in weekly nutrition activities. Purchase food/supplies as needed, obtain purchase order, if needed.
- Responsible for scheduling meals appropriately in coordination with the Center Manager/Teacher or Teacher.

- Responsible for serving meals family style in a timely manner – deliver food to classroom in small containers – assist children in setting the tables – be available for refilling serving bowls – assisting with meal times.
- Responsible for removing dishes/food from classroom after meals – clean and sanitize tables and chairs – sweep and mop floors.
- Responsible for posting menus and distributing the menus to families – usually with center newsletter.
- Provide opportunities for children to be involved in setting the table, serving the food and cleaning the table in coordination with teaching staff.
- Measure height and weight of children three times a year as assigned by Center Manager or Center Manager/Teacher.
- Responsible for maintaining a clean and sanitary kitchen and dining area - follow food handling and dining area cleaning, sanitation and safety practices - clean and sanitize tables, chairs, countertops, floors, appliances and other related items .
- Mix and blend routine cleaning solutions to proper concentrations as necessary for various tasks.
- Responsible for kitchen related laundry, including aprons, pot holders and oven mitts.
- Responsible for operating dishwasher to clean dishes, utensils, glasses and other items or hand washing pots and pan – and store in appropriate cabinets/area.
- Responsible for provide foods to broaden the child’s food experience, including cultural and ethnic experiences.
- Responsible for daily documentation in the menu book including the quantity of food, portions prepared and portions served to adults and children.
- Responsible for discarding spoiled or old/outdated food, taking out garbage/trash, and operating garbage disposal. Discard leftover food according to CACFP rules and regulations.
- Follow kitchen, food storage and dining area sanitation and safety practices.
- Maintain kitchen appliances – de-lime dishwasher, clean oven and refrigerator/freezer etc.
- Ability to work varied hours according to need – so this may include early arrival so this position can prepare meals or working late because of a family engagement activity.
- Other duties as assigned.

**Knowledge and Experience:**

**Essential**

- Ability to learn and adapt
- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers

**Desired**

- Continue to develop personal professional growth and expertise in the area of nutrition

## **Education and Qualifications**

High School diploma or GED is required.

Possess basic math skills to compute accurate CACFP records

Previous cooking experience for groups of 20 or more desired

Knowledge of human nutrition desired

Must possess time management skills to prepare and serve food in accordance with schedule

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire.

## **Physical Requirements/Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move over 50 pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.*