## A green triangle with a letter  Description automatically generated with low confidence **ACCORD CORPORATION**

## **Job Description, Qualifications, and Evaluation Documentation**

## **Job Title:**  **Nutrition Services Worker**

## **Division: Head Start**

## **Reports To: Center Manager**

**FLSA Classification:**  **Non-Exempt**

**Job Category:**  **Family Development Worker**

**Pay Range:** **$17.99 - $29.83**

**Work Year: 12 months**

**Work Hours: 35 hours/week, generally Monday-Fridays, hours established based on program needs, with some evening/weekend work required**

**-or-**

 **Subject to Call to fill in for regularly scheduled staff as needed**

**Job Description approved by Human Resources Director: 5/22/2024**

## **Job Overview:**

Promotes children’s health and development by providing nutritious meals and snacks for children and adults, assisting with program reporting and inventory maintenance, and maintaining a clean and safe kitchen.

## **Essential Job Responsibilities and Duties:**

Promotes children’s health and development by preparing nutritious and tasty meals that are in compliance with state and federal nutrition standards.

Individualizes meals and snacks based on the individualized nutritional needs of children as documented in their Individual Health Care Plans. Communicates pertinent information concerning nutrition and program participants with the appropriate program staff and management

Maintains a clean, safe, and orderly kitchen in compliance with applicable regulations.

Maintains inventory of food supplies and consumables by securing prior approval for and conducting all purchases and stocking using first in, first out method and appropriate labeling.

Maintains appropriate documentation for CACFP records by tracking daily meal counts and food used, purchase and inventory records, and contributing summary information for reporting.

Provides occasional coverage for regularly scheduled classroom staff and maintains health and safety standards.

Maintains and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Assures effective risk management practices by identifying and reporting potential safety, ethical, and legal concerns.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

**Required Skills & Abilities/Decision Making:**

Embraces and aligns with the agency mission and vision, and division/program goals

Follows and accurately interprets policies, procedures, and other written materials

Demonstrates skills in the use of computer word processing and data entry

Functions under a variety of working conditions and effectively manages multiple tasks and priorities and demonstrates the ability to differentiate between tasks of varying priority levels, responding appropriately

Accepts supervisor recommendations and treats colleagues, staff and program participants with respect, and performs job results in a non-judgmental manner.

Maintains a clean and safe working environment

Assesses problems accurately in terms of scope and consequences choosing the most appropriate course of action.

Complies with procedures, rules and regulations to maintain the security of the facility**.**

Safeguard confidentiality in compliance with program and agency policies.

Works independently with initiative, self-motivation and effective problem solving.

**Time Expectations:**

Will work all assigned hours and report to work on time.

Will meet all time frames and due dates without reminders.

Will make appropriate use of leave time to balance personal, agency and workload needs.

**Qualifications:**

**EDUCATION**: High school diploma or equivalent.

**License Requirements:** none

**EXPERIENCE:** Related work experience preferred.

**Environment & Physical Demands:** (This position may require the following physical demands and exposures:

The employee may require engaging in talking, carrying objects, grasping, using manual dexterity, seeing peripherally, sitting, listening, seeing near and far, and general lifting.

**Approvals and Acceptance**

I have read and understand this job description and evaluation documentation. I accept the responsibilities and agree to fulfill these duties.

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Employee Signature Date

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Supervisors Signature Date