

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Food Service Manager
SALARY LEVEL: C

LAST UPDATE: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT: Supervise the preparation and service of food in a Head Start kitchen that serves more than one group of children per day. Supervise assistant cook and volunteers, provide technical assistance to area cooks, and maintain compliance with Head Start/Early Head Start performance standards, District Health Department and USDA requirements.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Prepare meals for Head Start/Early Head Start participants following menus prepared by the nutrition consultant along with the work plan outlined in the Head Start/Early Head Start Nutrition Work Plan.
3. Make menu modifications needed to reflect the culture of the families served with approval of the nutrition consultant.
4. Maintain sanitary conditions in the Head Start/Early Head Start kitchen, food storage and eating area.
5. Compiles USDA reports on a standard form.
6. Collaborate with center staff to provide nutrition information to Head Start/Early Head Start participants and staff.
7. Responsible for commodity orders, storage and use.
8. Utilize the Head Start/Early Head Start kitchen and eating area as a tool for parent involvement.
9. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Prepare food for staff and parent training.
- Collaborate with education staff to design and demonstrate food experiences in the classroom.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Completion of nutrition courses
- CSI Sanitation course
- One year supervisory experience within the food service industry
- Eighteen years of age or older
- Operate several kitchen appliances i.e. food processor, dishwasher and can opener.
- Ability to communicate
- Ability to read and perform basic math computations
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Ability to lift 50 pounds in repetitive motion with reasonable accommodation.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date