

MONTEREY COUNTY OFFICE OF EDUCATION

**COORDINATOR OF FOOD & NUTRITION SERVICES
HEAD START & EARLY HEAD START PROGRAM**

CLASSIFICATION: Classified Management
SALARY RANGE: Manager I - IV
WORK YEAR: 12 months

DEFINITION

Under the supervision and direction of the Head Start administrator, plans, implements, administers and monitors the operation of a Central Head Start Kitchen in compliance with the Child Care Food Program, Head Start Regulations and all other applicable state, local and federal guidelines; Develops and submits an annual Program Administrative Plan and Budget to the State Department of Education, Recommends employment, supervises, trains, and evaluates all food services personnel ; Plans and monitors the production of meals; maintains and prepares accurate records, inventories and reports, menu planning and production, nutritional assessment, .

SUPERVISOR

Head Start Program Director

POSITIONS SUPERVISED

Lead Cook
Food Service Assistant Cooks
Food Service Delivery Assistants

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

- Administers and manages the operation of a large central kitchen insuring that food items are stored, cooked, and transported in a safe, sanitary and timely manner;
- Provides catering support for internal program meetings and events for parents, and parent meetings, supervises and evaluates all Food Service Personnel;
- Arranges for substitutes when needed;
- Trains and assists in training of Food Service Employees and Head Start Center staff on the policies and procedures related to food services requirements and proper food handling monthly and as needed for new employees;
- Conducts and supervises center-site monitoring visits to ensure all CCFP regulations are followed, as well as to ensure there is safety and sanitation in centers;
- Responsible for efficient and quality food service operation at all Head Start centers or vended sites;

- Responsible for maintenance and timely submission of all records required by USDA, CCFP, Head Start, and MCOE;
- Responsible for menu planning taking into consideration the special dietary needs of the children and be knowledgeable of allergy substitutes, and ensuring that the menu meets the cultural and nutritional requirements, and is within budgetary allowances;
- Responsible for the preparation of specifications for all food service equipment and supplies, and for ordering, purchasing, receiving, transportation and proper storage of all foods and supplies including the USDA commodities;
- Plans and monitors the preparation of all foods for field trips, food experiences and other Head Start functions;
- Insures proper maintenance of all kitchen and transportation equipment and the facility;
- Communicates regularly with the Head Start Director and meets with the Service Area Coordinators; attends trainings, conferences and other administrative meetings;
- Complies with Monterey County Office of Education Board Policies and Administrative Regulations, HHS Head Start regulations, State and Federal Child Nutrition regulations;
- Develops the food service plan and budget under the supervision of the Head Star Director and submits them to the California State Department of Education in a timely manner.

OTHER DUTIES

- Arranges for interviews and selection of Food Service Employees;
- Tests and evaluates new recipes;
- Arranges for regular inspection by the Health Department and has the authority to acknowledge deficiency notices issued by the Health Department and to institute immediate corrective action if the deficiency constitutes a threat to health or safety;
- Performs other job related tasks as required;
- Coordinates the involvement of Head Start parents in the selection of culturally appropriate and nutritious food menus for centers.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, and to operate automobile and van; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead, and climb; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), drive an automobile and van; Physical strength sufficient to lift fifty (50) pounds; Physical stamina sufficient to sit, stand and walk for prolonged periods of time; Physical tolerance to be exposed to chemicals and cleansers; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Combination of education and experience equivalent to a Degree in Dietetics, Food, or Nutrition from an accredited college OR five (5) years experience working in a progressively more responsible position in managing a large food service operation.
- Knowledge of proper food service operations including: use of equipment, record keeping, inventory, proper ordering, safety, sanitation and food transportation methods.
- Knowledge of basic menu planning and nutritional principles.
- Knowledge and use of a Personal Computer and appropriate software.

- Ability to perform mathematical calculations.
- Ability to communicate effectively in both oral and written form.
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties.
- Ability to establish and maintain effective work relationships with supervisor and employees.
- Ability to organize personnel effectively and efficiently to successfully meet daily food production needs and food-service management
- Possession of a valid California Driver's License and proof of automobile insurance.

DESIRABLE QUALIFICATIONS

- Experience in a large food service operation serving preschool children under a CCFP sponsorship.
- Ability to use a computer.

Board approval: 6/15/94

Policy Council approval: 5/17/94

Revised May 1994

Second Revision October 23, 2002

Revised: July 2014