



Job Description

Position Title: Food & Nutrition Services Specialist

Program: Early Childhood Program

Date/Revision: April 2021

Position Summary:

Plan and prepare meals/snacks for young children enrolled in our Early Childhood Program in compliance with Child and Adult Care Food Program (CACFP) & USDA guidelines. Practice food service skills and best practices in food safety, and health and nutrition guidelines. Implement Farm to Child Care philosophy including using locally sourced food, fresh fruits and vegetables; partnering with local farms and food producers; and coordinate ordering with Vermont Foodbank.

Desired Qualifications for Knowledge/Experience:

1. Associate's Degree in Food Service Industry, or a related field. Food Service Industry certification preferred.
2. Minimum of two years professional food service experience, preferably with some in a child care or school setting.
3. Strong record keeping skills and accuracy.
4. Demonstrated ability to work positively with a wide range of people, including children, while maintaining an awareness of each individual's needs and strengths.
5. Ability to work independently and as a member of a team.

Reports to: Early Childhood Program Managers

Employment Category: Part-time, Non-Exempt position

Pay Grade: 5

Number of Hours per Week: 25-30 hours per week

Essential Functions:

1. Plan and prepare meals/snacks for children enrolled in our Early Childhood Program in compliance with Child and Adult Care Food Program (CACFP) guidelines, incorporating fresh foods, including Family Center garden & local produce, and introduce new foods which broaden children's food experiences.
2. Adapt menus according to specific dietary needs/allergies of individual children.
3. Maintain food inventory and purchase all supplies necessary for meal preparation, operating within food program budget; maintain purchasing records.
4. Maintain standards of sanitation & food hygiene in accordance with state licensing requirements and CACFP guidelines, including regular cleaning of food storage areas, refrigerators and freezers.
5. Maintain proper food storage and minimize waste; use proper heating and cooling of foods to prevent bacteria growth and food-borne illnesses.
6. Rotate food to prevent spoilage.
7. Plan menus and prepare nutritious meals to promote healthy eating habits for children and staff; update menus as necessary.
8. Create locally sourced food supply, including fresh fruits and vegetables, and connect with local

farms and food producers.

9. Partner with and Coordinate ordering with Vermont Foodbank, and Central Vermont Community Harvest.
10. Work with Early Childhood Program staff on implementing nutritious curriculum into the classroom.
11. Maintain CACFP records including eligibility, menus, meal counts, etc.
12. Partner with Family Center staff around nutrition and cooking workshops for families.
13. Participate in relevant program meetings, including Family Center In-Services & other meetings.
14. Attend scheduled supervision.
15. Partner with local food and nutrition collaborators.
16. Red Cross First Aid & CPR training annually.
17. Attend CACFP trainings and conferences, and other relevant professional development. Implement effective practices learned.
18. Participate in CACFP renewal and review process.
19. Other duties as assigned by supervisor.

Success	Prepares healthy and nutritious meals within the CACFP guidelines. Maintains budget. Clean and organized kitchen. Ensures that meals are presented in way that allows for developmentally appropriate family style dining. Ensures that all paperwork is done correctly and in a timely manner.
Excellence	Thinks outside the box, new menu ideas, involves children in the cooking. Incorporates garden activities and fosters/embraces farm to table philosophy, including low processed food. Engages positively with children during meal times.

Working Conditions:

Internal- Work is normally performed in a mostly climate-controlled kitchen environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal kitchen equipment. No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the kitchen can include driving to pick up food and, occasionally, work may include classroom environments.

Physical Demands:

Work involves standing and walking for most of the day. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.