



POSITION DESCRIPTION

Position Title: Child and Adult Care Food Program (CACFP) Nutrition Lead
Reports to: CACFP Manager
Status/Salary: Part-Time, Commensurate with qualifications and experience

Families Forward Learning Center's (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

POSITION OVERVIEW

The Nutrition Lead is responsible for preparing meals in accordance with the posted menu and CACFP guidelines. This position will support and train two Nutrition Aides who assist in preparing all meals.

Primary Duties and Responsibilities:

- Follow all CACFP guidelines.
- Connect daily with CACFP Manager regarding needs of CACFP program.
- Training Nutrition Aides.
- Supporting Nutrition Aides in completing their tasks.
- Keep daily inventory of weekly food items, paper products, and kitchen cleaning supplies. Ensuring kitchen is fully stocked with items. Share inventory needs daily with Food Program Manager.
- Collaborate with Nutrition team on menu planning.
- Research new recipes and take notes on how to prep and cook each recipe.
- Prepares main meals/snacks in a timely fashion to be delivered by scheduled mealtimes.
- Stock food service carts with appropriate utensils, plates, bowls, food, and beverages, as required for family style dining in the classrooms. Review meals before being sent out.
- Transports food from kitchen area to classrooms.
- Keep the kitchen, food preparation areas and all eating supplies clean and sanitary. Adhere to the guidelines of food sanitation and safe food handling practices set by the Public Health Department.
- Washing dishes, pots, pans, and utensils using approved sanitation methods.
- Assist in receiving, dating, and storing all food purchased by the center.
- Completes necessary paperwork, including cleaning and temperature logs.
- Clean and sanitize the kitchen after use.
- Assist with major clean-up of kitchen, refrigerators, and cabinets on non-program days.
- Sharing duties with other kitchen staff for efficient functioning of food service program.
- Monitor food expiration dates and food quality daily.
- Ensure safety procedures are always taking place in the kitchen.
- Performs other related duties that may be assigned such as purchasing items.

Minimum Qualifications Required:

- Completion of high school or General Education Diploma (GED). Classes in food preparation or food management are highly desirable.
- At least one year's experience as a cook.
- Ability to prepare, cook, and serve food.
- Ability to follow oral and written instructions.
- Bilingual English and Spanish, preferred.
- Ability to work with co-workers and adapt to change.
- Ability to problem-solve and compute basic food measurements and portion sizing.
- Knowledge of quantity food production, use and care of food service equipment, procedures for receiving and storing foods, and health and safety rules.
- ServSafe Food Handler Certificate
- CPR/First Aid Certificate

Physical Requirements:

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Work is generally in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects.
- Work around knives, dicers, mixers, slicers, and other sharp objects.
- Work surfaces may be slippery.
- The noise level in the work environment is usually moderate.
- Regularly stand for extended periods of time, twist at the neck, bend at the waist and stoop, kneel, crouch, or crawl.
- Occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally.
- Use hands to handle objects and tools and operate nutrition service equipment.
- Regularly lift and/or move up to 25 pounds and push/pull up to 25-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc.
- Vision abilities required include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Use vision to monitor food quality and quantity.

Email resume to Program Director Andrea Huicochea at Andrea@FamiliesForwardLC.org