

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

Nutrition Services Assistant Manager

POSITION SUMMARY:

Responsible for direct supervision of Nutrition Services Assistants, planning and preparing all meals, and supervising food preparation. Responsible for implementation of health and safety procedures in relation to CACFP and Alameda County Department of Environmental Health, and training on use of all kitchen equipment.

POSITION OVERVIEW:

- Employment Type: Full Time/ Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration and Nutrition
- Reports to: Nutrition Services Manager
- Supervises: Nutrition Services Assistants

PRIMARY RESPONSIBILITIES:

- Direct supervision and training of Nutrition Assistants including food preparation, production and delivery.
- Ensures all equipment, food and supplies are available to meet daily requirements.
- Conducts inventory of food and food supplies.
- Supervises, trains staff and ensures the cleaning of all nutrition service equipment and utensils.
- Supervises food delivery and adheres to CACFP and Department of Transportation and Alameda County regulations.
- Develops, supplies and maintains production list, work schedules and assignments.
- Maintains established standards of efficiency and sanitation of food preparation.
- Assures that staff follow all safe food and equipment handling practices.
- Assigns and collects vehicle keys, cell phones and fuel cards as needed.
- Evaluate staff performance and make recommendations for staff changes.
- Maintains Nutrition Service records and prepares daily reports in accordance with CACFP.
- Maintain Food Handling Certificate
- Responsible for agency quarterly Nutrition Health and Safety Guidelines.
- Assists in menu planning and distribution.
- Contributes suggestions for improvement in techniques affecting nutrition services operations.
- Identify workplace hazards and/or unsafe conditions, take appropriate action to correct, then notify supervisor.
- Follows and enforces Nutrition Policies, Procedures, Standards of Practice, and enforces all health and safety regulations according to USDA regulation and Health codes.
- Establish and maintain cooperative working relationships.
- Attends meetings and trainings as requested.
- Work as a member of the agency team by promoting the mission and philosophy of the agency.
- Maintains confidentiality of children, families and staff.
- Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

- Skilled at social emotional relationships; creates a climate in which people want to do their best; can motivate direct reports; empowers others; invites input and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
- Works as a member of the agency team by promoting the mission and philosophy of the agency.
- Works effectively with a diverse group of people and provides excellent customer service to all staff, clients, and contacts of agency.
- Participates in activities that further professional growth of self and staff.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Must have a AA degree in a related field
- Three years of food service experience including two years in a supervisory role is required
- Ability to provide leadership and supervision for Nutrition Services Assistants
- Able to learn and train food handling and sanitation practices according to State, Federal, CCFP and USDA regulations.
- Knowledge of commercial kitchen equipment, nutritional theory, and volume food preparation
- Must be proficient in Microsoft Office

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

FACILITY/MAITENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at

<http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment