



## POSITION DESCRIPTION

Position Title: **Food Program Coordinator**

Reporting to: Director of Administration

Employee Classification: Non-Exempt

### **Job Summary:**

Prepares high-quality food for young children, with an emphasis on fresh ingredients. Plans menus according to regulatory guidelines. Responsible for inventory, kitchen cleaning, sanitation and safety.

### **Duties and Responsibilities:**

- Prepares high-quality food items according to nutritional guidelines, standardized recipes and instructions to meet schedules for Learning Center using fresh ingredients whenever possible.
- Serves or prepares meals for delivery using correct portioning, meeting outlined standards, ensuring that food is at the correct temperature and is attractive and tasty. Tastes all prepared food items.
- Ensures that menu items are based on CACFP guidelines and are appealing to children. Takes student recipe ideas into consideration.
- Responsible for record keeping related to consumer allergies, food storage, meal preparation including temperature and portions.
- Maintain ongoing supply inventory of kitchen and other storage closets.
- Coordinates, orders, and puts away all food deliveries.
- Create shopping lists for needed supplies. Orders infant food, cereal, and formula as needed.
- Provide receipts/billing to Director of Administration and Director of Finance.
- Cleans and sanitizes kitchen, cooking surfaces, pots and pans, cooking utensils, and tableware after preparation and serving, maintaining high standards of cleanliness. Stores or discards excess food in accordance with safe food handling procedures. Ensures that the kitchen and floor remain free of food and uses a broom and mop to clean the floor.
- Operates and maintains kitchen equipment as required.
- Reports needed maintenance, faulty equipment, pests, or accidents to supervisor immediately.
- Attends in-service and safety meetings.
- Conducts nutrition education training session in classrooms.
- Provides occasional kitchen support for agency special events, including ordering, preparation/cooking, set up and clean up.
- Maintains good working relationships with coworkers, customers, administrators and managers.
- Maintain compliance with all PA Department of Human Services regulation in child care center at all times.
- Maintain compliance with CACPF (Child and Adult Care Food Program) regulations and

- recommendations for nutritious meals for children. Keeps abreast of USDA food guidelines.
- Must be capable of lifting up to 50 lbs., walking up and down steps, and standing for long periods of time.
  - Maintain confidentiality of children, families and staff.
  - Perform other duties as assigned.

**Requirements:**

- Food Service Sanitation Certified in the State of Pennsylvania (ServSafe).
- Complete the Child Mandated Reporter training every 5 years.
- Complete any required CACFP trainings.
- Driver's license and clean driving record required.
- TB Test

**Required Kitchen paperwork:**

- Daily temperature control for food
- Daily temperature tracking for refrigerator and freezer
- Daily master menu for actual meals served
- Daily master menu for sources of food
- Weekly logs infant menus for CACFP audit

**Background Check Requirements:**

- PA-PATCH Clearance (10-year PA resident) <http://epatch.state.pa.us/Home.jsp>
- NSOR (National Sex Offenders Registry) <http://keepkidssafe.pa.gov/natsexoffreg/index.htm>
- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>

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