

**TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD
START**

JOB DESCRIPTION

JOB TITLE: Food Service Specialist

DEPARTMENT: Head Start Birth to Five Program

GENERAL DESCRIPTION: The food service specialist is responsible for all meals and snack preparation according to established nutrition standards set forth by Performance Standards and USDA. Responsible for planning menus, purchasing food and keeping accurate records for USDA reimbursement. Responsible for ensuring the service of high quality food and it is prepared according to the age of the child.

QUALIFICATIONS: High school diploma or GED; must be able to figure food measures and cost. Knowledge of nutrition is helpful. Must be able to keep accurate records. Experience in cooking for groups or school lunchroom is a plus. Must be knowledge of sanitation practices and food preparation. Food service specialist must be a person who is neat, clean and be in good health. This person must sincerely like children and is interested in childhood growth and development. Must be able to obtain Food Managers License immediately after employment.

CLASSIFICATION: Full Time; non-exempt

DUTIES:

- Plans, prepares, and serves meals and snacks that are nourishing, appetizing and attractive as per Performance Standards. Removes and washes dishes with assistance of other staff, as needed.
- Ensure USDA paperwork is correct and updated daily.
- Maintain USDA notebooks daily.
- Obtain Food Service Certificates required for your area.
- Sees that kitchen and dining areas are clean and that Health Department Standards are maintained at all times.
- Insures that Health Department Standards are maintained at all times by those assisting with food preparations and service.
- Plans menus and purchases food in consultation with the Nutrition Manager. Post menus weekly for the benefit of staff, parents and visitors.
- Maintains an inventory of food and kitchen equipment stored in the center. Marks food to ensure “first in”, “first out”.
- Maintains and uses a file of recipes and menus in the kitchen to ensure proper amounts of food are being prepared.

- Maintains kitchen equipment (regularly cleaning oven, refrigerator, microwave, freezer, etc.) and reports needed repairs to the Center Director.
- Cooperates with the teachers in HS/EHS in promoting food activities in the classroom.
- Maintains working relationships with the public school director of food service, county extension agent, health inspector or other food specialist for consultation and information.
- Maintain daily meal count records for all children being served each meal, each day.
- Participate in staff meetings.
- Cooperates in training activities that contribute to professional and personal growth.
- Cooperates in resolving personal difficulties in an honest and cooperative spirit.
- Must be able to lift or move 20 to 25 pounds if needed.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular work hours are 7:00 a.m. until 3:00 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operation of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Nutrition Manager