



Head Start

UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

USDA MANAGER

Position Information:

Supervised by: Health & Nutrition Director

Supervises: Cooks

Salary: Manager I

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To coordinate and supervise a USDA Child and Adult Care Food Program (CACFP) at Head Start/Early Head Start sites that complies with all federal, state, and local agency regulations, policies, and procedures

Essential Responsibilities:

- USDA CACFP Program Operation
 - Assist Health and Nutrition Director in completing annual USDA CACFP grant renewal for Centers
 - Implement and monitor compliance with policies and procedures, work plan and regulations—Inform staff of regulation changes
 - Attend required USDA trainings
 - Complete One Month Attendance Report (OMAR) of centers for October of each year
 - Ensure all required USDA/CACFP forms are completed and maintained as required in CACFP regulations
 - Complete monthly USDA/CACFP claim for centers/sites
 - Complete month end report for Health and Nutrition Director
- Head Start and Early Head Start
 - Observe and monitor meal and nutrition services at each Head Start and Early Head Start site at least three times per year. Contracted sites monitored twice a year.
 - Coordinate menu development with Registered Dietitian to obtain and approve monthly menus and ensure they are distributed to sites.
 - Coordinate with contracted food service sites to ensure the quality of the meals meet USDA/CACFP and Head Start Standards.
 - Provide consultation to classroom staff in the development and implementation of nutrition activities
 - Provide oversight and guidance for gardening activities at all UMCHS Head Start and WIC sites
 - Provide consultation to cooks on meal preparation and food service
 - Assess menu planning sheets and monitor shopping list receipts and daily vendor receipts for compliance with Head Start and CACFP regulations
- Supervise cooks and provide support
 - Complete performance evaluations annually
 - Monitor job performance
 - Meet regularly with staff
 - Coordinate and provide training
 - Delegate work assignments and duties as appropriate
 - Substitute for cooks as needed

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Promote positive parent and community involvement within the organization
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and timely file reports
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Education Requirements:

- High School Diploma or equivalent; a certificate or degree in Food Service Management is highly desirable

Experience and Skills Requirements:

- One year experience with Food and Nutrition, including: sanitation/health standards, menu planning, bulk food purchasing, large quantity food preparation, and operation of food service equipment
- Knowledge of early childhood nutrition
- Minimum two years' experience in supervision with the ability to exercise independent judgment and decision making with regards to staff supervision and the daily operation of a large scale food production program
- Strong math ability and clerical/bookkeeping skills related to invoicing, receiving and administration of other food service/production documentation
- Ability to meet deadlines, with excellent time management and organizational skills.
- Knowledge of the needs of diverse populations and special diets.
- Excellent verbal and written communication skills, ability to articulate and write policies/procedures as they relate to Food Service.
- Strong computer skills, (word processing, data base, spreadsheets etc.)
- Ability to coordinate and/or conduct training sessions or ability to learn such skills
- Current Food Handler's Card
- Head Start experience (preferred)
- Community experience (preferred)
- Multi-cultural experience (preferred)

General Staff Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Ability to use computer and word processing software programs
- Sort and alphabetize documents, records, and/or files
- Daily use of computer screen
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Perform physical inventory of equipment and/or supplies
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor etc.
- Maintain the safety of the environment and children through visual, auditory and smelling
- Adequate means of transportation and the ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer