

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

USDA MANAGER	
Supervisor: Nutrition Services Director	Subordinates: Cooks
Classification: Coordinator V	
Terms of Employment: Regular Full-time	Exempt Status: Exempt

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:

I. USDA CACFP Program Operation:

- a. Assist Nutrition Services Director in completing annual USDA CACFP grant renewal for Centers.
- b. Implement and monitor compliance with policies and procedures, work plan and regulations. Inform staff of regulation changes.
- c. Attend required USDA trainings.
- d. Complete One Month Attendance Report (OMAR) of centers for October of each year.
- e. Ensure all required USDA/CACFP forms are completed and maintained as required in CACFP regulations.
- f. Complete monthly USDA/CACFP claim for centers/sites
- g. Complete month end report for Nutrition Services Director.
- h. Perform other reasonably related duties as assigned by immediate supervisor.

II. Head Start and Early Head Start:

- a. Observe and monitor meal and nutrition services at each Head Start and Early Head Start site at least three times per year
- b. Provide consultation to classroom staff in the development and implementation of nutrition activities.
- c. Provide oversight and guidance for gardening activities at all UMCHS Head Start and WIC sites.
- d. Provide consultation to cooks on meal preparation and food service.
- e. Assess menu planning sheets and monitor shopping list receipts and daily vendor receipts for compliance with Head Start and CACFP regulations.
- f. Supervise staff and provide support.
 - 1. Complete performance evaluations annually
 - 2. Monitor job performance.
 - 3. Meet regularly with staff
 - 4. Coordinate and provide training.
 - 5. Delegate work assignments and duties as appropriate
- g. Substitute for cooks as needed.

III. General Staff Responsibilities:

- a. Participate in staff meetings, conferences, training sessions and workshops as assigned.
- b. Demonstrate familiarity with employment policies, performance standards, work

- plan and objectives of Agency.
- c. Maintain congenial and respectful relations with staff, children, families and community.
 - d. Keep current and accurate records.
 - e. Maintain confidentiality in regards to staff and family information.
 - f. Maintain objectives and professional standards.
 - g. Improve self-skills and education.
 - h. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
 - i. Perform any other work-related duties as requested by your supervisor.
 - j. Be present at work in order to provide consistency of services.
 - k. Be a contributory team member in a positive/productive manner.
 - l. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Qualifications:

1. Experience in purchasing and preparing culturally diverse foods for groups
2. Knowledge of early childhood nutrition
3. Ability to coordinate and/or conduct training sessions or ability to learn such skills
4. Ability to work variable hours including evenings, weekends and holidays as necessary
5. Current physical examination and TB screen documentation upon hire.
6. One year experience with Food and Nutrition.
7. Multi-cultural experience (preferred)
8. Community experience (preferred)

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone, and in face-to-face, one-on-one, and in group settings.
2. Comprehend, analyze, and make inferences and references from written material.
3. Fluent in English both verbally and written.
4. Perform physical inventory of equipment and/or supplies.
5. Ability to use computer and word processing software programs.
6. Sort and alphabetize documents, records, and/or files.
7. Daily use of CRT screen.
8. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.
9. 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.
10. Work with children requiring the ability to walk or run quickly, kneel or sit on floor or in small chairs, bend, and lift, walk over rough or uneven ground, exposure to weather etc.

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

