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## NUTRITION SERVICES MANAGER MSHS/Caldwell

Community Council Of Idaho Inc - 3.8 ★

Caldwell, ID



### Job Details

Full-time

\$ \$25.99 an hour

### Benefits

Health insurance    Dental insurance    401(k)    Paid time off  
Employee assistance program    Vision insurance    401(k) matching  
Life insurance

### Qualifications

Spanish    Childcare    CPR Certification    ServSafe    English    Nutrition  
High school diploma or GED    Driver's License    First Aid Certification  
Associate's degree    2 years    Food Handler Certification

### Full Job Description

**Status: Exempt / SALARY**

**Reports to: MSHS Assistant Director**

**Essential Duties and Responsibilities** (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

- Develop and implement policies and procedures and ensure the program meets Head Start Performance Standards in Nutrition
- Develop and implement the MSHS Nutrition Program to ensure the meal program complies with CACFP.
- Ensure eligible children and their families receive nutrition in compliance with the Head Start Health and Nutrition Standards and other applicable federal, state, and local standards.
- Provide staff leadership, mentoring and training.
- Design, train, and monitor the meal service.
- Implement program annual budget and monitor expenditures in Nutrition.

- Review and evaluate program, solicit staff and community feedback/suggestions, recommend improvements to better serve program clients.
- Assist in the development of procedures for recruitment and enrollment for eligible children.
- Develop and implement a system to link eligible families with Nutrition providers and other community agencies.
- Adhere and comply with agency/program Record Keeping systems.
- Co-facilitate & participate with Health Services Advisory Committee in developing and implementing new policies, procedures, services, and guidelines.
- Develop and implement a 4-week menu cycle including quantity, quality, and variety of food to be purchased in collaboration with a registered dietician.
- Assist staff in addressing issues of children with feeding concerns and/or special dietary needs.
- Represent CC Idaho to the community; include serving on community boards and committees.
- Ability to multitask, meet deadlines, and remain calm and professional under pressure.
- Maintain standards of confidentiality of CC Idaho clients and records
- Perform all work duties and activities in accordance with CC Idaho policies, procedures, and safety practices.

### **Qualifications**

#### **Required**

- High School Diploma or GED
- Two years' experience in a child/adult care and food program (USDA, CACFP)
- Ability to read, speak, and write in both English/Spanish in a business setting.
- Food Handlers permit.
- Current driver's license and proof of auto insurance
- Must pass a background check.
- Must obtain clearance of Tuberculosis.
- First Aid and CPR certification

#### **Preferred**

- A degree in Nutrition or related field
- Serve Safe certification.

#### **Required Physical Demands**

- Is frequently required to stand, walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms.
- Must be able to lift and/or move up to 50 pounds.

#### **Work Environment**

Work in an office setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated.

#### **BENEFITS:**


**Yes! We offer benefits for our Seasonal Staff. What's in it for you.....**

- Medical, Dental and Vision Benefits
  - Low deductibles
  - Low employee premiums
- Group Life Insurance
  - Roth & Traditional 401K
    - Available after 1 yr. of employment
    - Employer match up to 4.5%
- Employee Assistance Program (EAP)
- AFLAC
- Legal Shield
- Benefit Continuation (COBRA)

**LEAVE:**

- Paid Time Off (PTO)
  - First year of service - 16 hours up front and up to 5 PTO days each year
  - After 3 years of service - 16 hours up front and up to 8 PTO days each year
  - After 10 years of service - 24 hours up front and up to 12 PTO days each year
  - After 20 years of service - 24 hours up front and up to 16 PTO days each year
  - After 30 years of service - 32 hours up front and up to 20 PTO days each year
- Paid Holidays
- Educational Leave



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