

# Cornerstone Community Action Agency

## Job Description

JOB TITLE: **Child Nutrition Lead**

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Exempt (Y/N): No.  
Supervisor: Center Director

Introductory period: 180 days  
Work Period: 12 months per year

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*Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

### **CCAA Vision Statement**

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

### **CCAA Mission Statement**

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

### **SUMMARY**

The Child Nutrition Lead is responsible for planning and preparing nutritious meals for children and staff according to CACFP guidelines, Texas Department of Family and Protective Services Minimum Standards for Day Care Centers, and Health Department policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The Child Nutrition Lead will:

- *Professionalism:* 1) Maintain confidentiality of all HS/EHS family records and information in accordance with HSPPS and CCAA policies. 2) maintain the Standards of Conduct. 3) Professional in appearance and demeanor.
- *Certification:* Holds a Food Handler's Certification or Food Manager's Certification as required by state law.
- *General:* 1) contributes to providing quality service in whatever capacity is required in accordance with skills and training; 2) participates in CCAA meetings and on committees as required and appropriate. 3) knows, abides by and if appropriate enforces CCAA Policies and Procedures. 4) promotes a unified, team-oriented atmosphere in all communications and actions.
- *Must be able to* 1) independently enhance and improve understanding about and expertise in the core values of the CCAA 2) demonstrate a strong work ethic 3) demonstrate a commitment to working well with others 4) work independently with minimum supervision and maximum accountability 5) travel independently and timely for work purposes 6) demonstrate effective written and oral communication skills, including the ability to articulate effectively the CCAA mission, vision and message.
- *Kitchen Management:* 1) Communicates effectively and timely with the center director, **Health/Nutrition Manager, Health/Nutrition Specialist and other CCAA staff.** 2) Adheres to agency policies and procedures, state licensing standards and other regulatory entities. 3) Completes CACFP paperwork in an accurate and timely manner. 4) Maintains clean, sanitary cooking and serving area at all times. 5) Maintains organized food pantry in compliance with rotation and storage principles in the Public Health Department and CACFP standards. 6) Completes CACFP required annual food and kitchen equipment inventory. 7) Create and maintain accurate and complete records as required by HSPPS, CCAA, CACFP, and Child Care Licensing.
- *Food Preparation* 1) Plans and requisitions food orders on a weekly basis, following CCAA procurement procedures 2) Purchases food items from grocery stores as needed. 3) Follows established menus, prepares and serves age-appropriate nutritious daily meals and snacks in a timely, safe and sanitary manner.
- *General Support of the Program:* 1) Assists with general center maintenance such as laundry, cleaning/organizing

public spaces, and distribution of supplies, as assigned. 2) As needed, drive the van. 3) As needed, provides opening and/or closing support for the center, including but not limited to providing front office duties and supplementing classroom ratios.

- *Child abuse and neglect:* 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies concerning reporting. 3) keep up to date on legal reporting requirements.
- *Safety:* 1) be familiar with and follow procedures for fires and other emergencies as posted 2) maintain current CPR and First Aid certifications
- Complete other duties as assigned by Center Director and Director of CFS

**General Responsibilities** The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.

Compliance: Employee follows Agency policies, procedures, and established regulations

### **Qualification Requirement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

High School Diploma/GED required. Minimum of twelve months' experience working in a related position or field.

### **Required Skills/Abilities**

#### *Language Skills*

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

#### *Reasoning Ability*

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

#### *Mathematical Skills*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### *Working Conditions and Hours*

Primarily child development center conditions. Some work in storage areas. Flexibility in hours will be determined in consultation with supervisor.

#### *Physical Demands*

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to penable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time andp use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. Ability to repeatedly lift and carry up to 50 pounds; ability to squat, kneel, stoop, bend, and reach as needed in a typical child development center kitchen.

*Other Skills/Abilities:* Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail. Must maintain a current, valid driver's license.

Child Nutrition Lead

Revised 7/2024

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment. I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME