



UCAN Employment Opportunity

Nutrition Services Supervisor	
Head Start	Closing Date: May 22, 2018, 5 p.m.
Budgeted Hours: 40 hrs/wk – 48 wks/yr	Salary: \$16.10 – 20.07
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND PROOF CRIMINAL HISTORY WAS STARTED	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry and submitting it to the Child Care Division with processing fee. **Proof Criminal History was started MUST be included with the UCAN job application.** The on-line link for the Registry application is:

http://www.employment.oregon.gov/EMPLOY/CCD/On-line_application_informationpage.shtml

Please allow 5-7 days for in-state results when applied for on-line; 6-8 weeks for out-of-state results.

THE POSITION: Manage and supervise Head Start and Early Head Start program food production and delivery systems ensuring compliance with Head Start performance standards and USDA regulations. Using nutritionist prepared menus, prepare meals and snacks for students, parents and classroom staff. Purchase supplies and maintain inventory; prepare and monitor food operations budget. Supervise support staff. **Essential Functions of the Job:** 1. In conjunction with nutritionist, participate in meal/menu planning to create standardized recipes which comply with USDA regulations. Develop a system to ensure that parents have input into menu planning. 2. Participate with health services program manager, prepare food program budget. Independently monitor expenses; reconcile invoices with billing statements, ensuring accuracy in deliveries, quantities and prices. 3. Request and evaluate bids from various food vendors. Develop and maintain positive relationships with food service suppliers. Prepare bulk food orders with vendors and receive orders. Ensure food is placed in appropriate storage. Maintain adequate inventory of supplies and equipment. Ensure that disaster and crisis food supplies are maintained at every Head Start site. 4. Prepare large quantity meals and snacks according to approved menus and recipes; make substitutions as agreed to items by nutritionist. Ensure that all food handling meets USDA regulations. 5. Assure that all food preparation and handling are sanitary maintaining cleanliness of kitchen surfaces and equipment in accordance with Oregon Health Division regulations. Display required posters in appropriate areas. Assure food is transported to outlying sites safely and that temperature records are maintained. 6. Direct, supervise, assign work to, set priorities and monitor work performance of kitchen support staff and volunteers and is involved in selection and performance evaluation. Ensure work is in compliance with agency standards. Assume accountability for work performed within the program. Establish and interpret policy and procedure. 7. Maintain required kitchen records for temperature logs, menus, food prepared, USDA purposes, special diets, etc. 8. Participate as an active member of the Head Start Health and Management Teams and ensure health services are supported, documented, and monitored. 9. Report suspected cases of child abuse and neglect as outlined in Child Abuse Policies. **NOTE:** Regular and consistent attendance as required.

MINIMUM QUALIFICATIONS: Four years progressively responsible work experience in volume cooking in an institution or restaurant that includes supervisory experience OR any equivalent combination of experience or training. Current driver's license is required with driving record to be provided at time of interview. At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of appointment, must be enrolled in the Criminal History Registry. Within 30 days of employment, must: 1) acquire a first aid card and renew as necessary to keep current, 2) acquire an initial food handler's card and renew as necessary to keep current, and 3) participate in staff health appraisal, 4) possess valid Oregon driver's license.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Thorough knowledge of materials and methods used in preparation of food in an institutional setting or on a large scale basis; thorough knowledge of food inventory, determining needs and ordering supplies for defined time periods; thorough knowledge of appropriate sanitary measures observed in kitchen operations; considerable knowledge of principles and practices of effective management including public relations, personnel management and fiscal management; considerable knowledge of nutrition and appropriate food substitution to prepared menus, correct serving portions and special dietary meals; considerable knowledge of use of kitchen equipment. **Skill in:** Use of food preparation equipment; use of automated equipment and systems; processing information on a computer using specialized databases, spreadsheets and systems; budget development and monitoring; report presentation. **Ability to:** Communicate effectively both in written and oral form; prepare and/or plan large quantity meals in accordance with approved menus and recipes; inventory stock and order to have necessary supplies available when needed; remain calm and use good judgment during confrontational or high pressure situations; estimate time and materials and manage time efficiently; make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgment in completing tasks and responsibilities; work within a team; supervise kitchen operations and support staff; courteously meet and deal effectively with coworkers, vendors and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Requires sufficient mobility to address the changing needs of children which can be frequent and/or unexpected. Includes, but not limited to; being in one position for a period of time, bending, reaching, squatting, lifting up to 40 lbs. regularly, moving about kitchen, office and classrooms.

REQUEST AND SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucanap.org

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