



## Orange County Head Start, Inc. CAREER OPPORTUNITY

### *Food Services Specialist*

Would you like to make a difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Under the administrative direction of the Nutrition and Food Services Manager, the Food Services Specialist is responsible and accountable for processing food substitution paper work, food allergies labels, assist with menu planning, meal count preparation and review of Orange County Head Start compliance with Performance Standards and the Child and Adult Care Food Program regulations at the centers, and the Orange County Head Start central kitchens.

**Education requirements:** Bachelor's Degree or equivalent combination of education and experience required.

**Experience:** Minimum of one-year job related experience. Knowledge of Child and Adult Care Food Program, food, safety and sanitation regulations, and related record keeping requirements; performance standards; policies and procedures. Basic math skills required.

**Language Skills:** Good oral and written communication skills. Fluency in Spanish may be required per community composition.

We offer a salary range of \$22.50 to \$24.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

**Final filing date June 19, 2019 at 5:00 p.m.**

**Apply now to join our team! Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE:** *FOOD SERVICE SPECIALIST*

**JOB CODE:** \_\_\_\_\_ Pay Grade 4

**EXEMPTION STATUS:** **EXEMPT**

## **JOB PURPOSE SUMMARY**

Under the administrative direction of the Nutrition and Food Services Manager, the Food Services Specialist is responsible and accountable processing food allergy labels, assist with special menu planning, meal count preparation and will adhere to the OCHS goals and objectives, Head Start Performance Standards, the Head Start Act, CACFP, OCHS Policies, Plans and Procedures and any other applicable law.

## **ESSENTIAL JOB DUTIES**

Ensure nutrition and food service department meet Performance Standards, OCHS policies and procedures, CACFP regulations and safety and sanitation regulations in a cost-effective manner.

Prepare and maintain the food substitution records and food allergy labels accurately while ensuring the safety of children. Update and review the food substitution list for any changes to ensure the most accurate data is available.

Preparing the kitchen allergy lists, allergy menu and communicate with cooks to ensure allergy needs are achieved.

Review the ingredients of foods to ensure the appropriate food substitutions are being sent to the children.

Assist with preparation and distributions of specialized menus for central food service facilities;

Collect and review center meal count reports; Ensure the electronic data is accurate and make corrections as needed.

Assist in preparation of services area plans and objectives for the food service operations.

Evaluates recommendations from parents input into meal planning.

Assist in developing new recipes or standardizes recipes while meeting CACFP regulation and agencies SAPPPS. Identify appropriate documentation to support the recipes.

Provide training and technical assistance to food services staff and parents (i.e., food safety training) as needed.

Perform additional assignments and duties as assigned by the Nutrition and Food Services Manager and the Division Director of Program Services.

Plan and implement special projects as assigned.

## **NON-ESSENTIAL JOB DUTIES**

Develop and implement forms needed for documentation, including record keeping. Evaluate nutrition and food program regulations and performance standards. Plan food service workshops and staff/parent training. Orange County Head Start, Inc.

Assist the department or Agency as needed to support services to children and families.

Prepare/type written materials, including memos, flyers, training materials, reports, tracking sheets, minutes, etc.

Perform similar and incidental duties as required.

**JOB QUALIFICATIONS**

**Education:** Bachelor’s Degree or equivalent combination of education and experience required.

**Experience:** Minimum of one-year job related experience.

**Knowledge:** Knowledge of Child and Adult Care Food Program, food, safety and sanitation regulations, and related record keeping requirements; performance standards; policies and procedures.

**Language Skills:** Good oral and written communication skills. Fluency in Spanish may be required per community composition.

**Math Skills:** Basic math skills required.

**Other Skills:** Basic computer skills including ability to use word processing and spreadsheet software packages. Have a current California driver’s license, a good driving record and ability to meet OCHS’ insurance requirements.

**Reasoning Abilities:** Ability to solve problems, maintain confidentiality, and work with parents and staff.

**Other Abilities:** Ability to work in a team environment. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start’s requirements relative to fingerprinting and criminal background checks.

**REPORTING RELATIONSHIPS**

Reports to the Nutrition and Food Services Manager.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Periodic contact with vendors food services staff, Facilities, Procurement and Contracts staff, Center Directors, center staff, managers and other staff to plan, assist the Nutrition Manager to establish training programs and to resolve food service related problems.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in an office environment but requires frequent travel to centers and kitchens.

**PHYSICAL DEMANDS**

Typically requires sitting for extended periods of time. May require periods of time in front of a CRT. May require lifting up to 50 pounds.

PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_