



Orange County Head Start, Inc.

CAREER OPPORTUNITY

Kitchen Operations 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 direction of the Nutrition and Food Service Manager, the Kitchen Operations Specialist is responsible and accountable for providing hands-on assistance in the central kitchens, food services training, support and review of Orange County Head Start compliance with Head Start Performance Standards and the Child and Adult Care Food Program regulations at Orange County Head Start central kitchen and center locations.

Education Requirement: Bachelor's degree or equivalent combination of education and experience required.

Experience: Minimum of three years job-related experience.

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

Final filing date June 19, 2019 by 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 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: *KITCHEN OPERATIONS SPECIALIST*

JOB CODE: _____ Pay Grade E _____

EXEMPTION STATUS: NON EXEMPT

JOB PURPOSE SUMMARY

Under the direction of the Nutrition and Food Service Manager, the Kitchen Operations Specialist is responsible and accountable for providing hands-on assistance in the central kitchens, food services training, support and review of Orange County Head Start compliance with Head Start Performance Standards and the Child and Adult Care Food Program regulations and the Orange County Head Start central kitchen And center locations.

ESSENTIAL JOB DUTIES

Assist with the food service program and related activities meeting Performance Standards, OCHS policies and procedures, and safety and sanitation regulations in a cost-effective manner.

Assist the Food Service Supervisor in meeting the Child and Adult Food Care Program requirements and safety and sanitation regulations, and communicate relevant information to upper management and food service staff as appropriate.

Preparing menus in keeping with food program regulations to be reviewed and approved by the Food Service Supervisor and Nutrition and Food Service Manager.

Prepare and distribute memos for documenting menu changes to centers.

Assist with sourcing, ordering and receiving food and non-food supplies from vendors, and if necessary local grocers, including special diet foods as necessary.

Assist with delivering disposables to centers that are not served directly by the central kitchen.

Collect completed Food Delivery Forms weekly from the Food Service Assistants and check for accuracy prior to submitting to the Food Service Supervisor.

Review central kitchens for food safety and sanitation compliance on quarterly bases.

Assist in creating and maintaining computerized databases; assist in preparing reports and identifying trends.

Assist in processing invoices and assist in reviewing that the cost billed matches the purchasing buying guide.

Assist the Food Service Supervisor with day to day tasks.

Assist with meal preparation as needed.

Provide training and coaching to the center food service assistants.

Assist with opportunities for parent input into meal planning.

Answer phones as required.

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

NON-ESSENTIAL JOB DUTIES

Assist with the development of forms needed for documentation, including all record keeping needed to evaluate food program regulations and performance standards.

Assist in preparing menu production records, as needed. 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 three years 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. Food Service experience required.

Language Skills: Good oral and written communication skills.

Math Skills: Basic math skills are required.

Other Skills: Basic computer skills including ability to use word processing and spreadsheet software packages; operating other office equipment. Have a current California's 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, children and staff.

Other Abilities: Ability to work in a team environment with good communication skills. 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 Nutrition and Food Services Manager.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Periodic contact with vendors, food service staff, Facilities, Procurement and Contracts staff, Center Director, center staff, managers and other staff to plan, establish training programs and to resolve food service related problems.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in a commercial kitchen, but requires periodic travel to other kitchen, various centers and main office.

PHYSICAL DEMANDS

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

PRINT NAME _____ DATE: _____

SIGNATURE _____