

**Southeast Alabama Regional Planning and Development Commission**  
**Food Service Manager - Head Start**  
**Andalusia, Headland, Geneva**  
**(\$7.78 - \$8.14 per hour plus full benefits)**

**JOB SUMMARY**

Food Service Manager is responsible for providing meals to Head Start children and staff in compliance with the USDA Child Nutrition Program and Head Start Performance Standards. General duties include all task related to maintenance of kitchen and lunchroom, and the record keeping necessary to comply with USDA-CACFP, Head Start, and Health Department regulations. The Food Service Manager works under the direct supervision of the Center Director.

**DUTIES AND RESPONSIBILITIES**

COOKING (40%)

- Prepare adequate food necessary to meet USDA serving sizes and provide children with a second serving as they may desire.
- Use standardized recipes as issued by USDA (revise to meet Head Start Guidelines low salt, low sugar and low fat) on a daily basis.
- Follow USDA approved Center serving time schedule in providing meals and snacks on time, and follow the menu cycle unless changes are authorized by the Center Director.

ADMINISTRATION (25%)

- Complete lunchroom related CACFP paperwork daily.
- Inventory and plan grocery order on a two (2) week ordering schedule.
- Verify all delivered grocery and lunchroom supplies against the original order to determine accuracy of food items, quantity, and condition of food delivered. Report all discrepancies to the Center Director at the time of delivery.
- Keep all records required by USDA and Head Start relating to the nutrition program.
- Plan and organize all foods and other material needed to prepare meals and snacks according to approved cycle menus.
- Provide requested records to the Health & Nutrition Service Manager

CLEANING AND MAINTAINANCE (20%)

- Meet all regulations as required by USDA, Head Start and Health Department.
- Will be responsible for daily cleaning of all areas of the kitchen and dining area including: cooking utensils, tabletops, stove, floors, and storage area. (Center Director will assign cleaning responsibilities.)
- All dishes, pots, pans and other utensils used for cooking are to be washed daily.

PROFESSIONAL DEVELOPMENT (5%)

- Attend annual in- and pre-service training events
- Mandatory 4 hours of training per year.

## OTHER DUTIES (5%)

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description.

## EDUCATION AND EXPERIENCE

Food Service Managers must be at least 19 years of age and have a High School Diploma or G.E.D from an accredited institution. Prior food service experience is preferred. ServSafe credential is preferred.

## KNOWLEDGE AND SKILLS

Food Service Managers should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families. Employee should have knowledge of food and kitchen safety.

## PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter. Regular attendance is mandatory; center hours are Monday through Friday from 7:00 am to 3:00 pm.

**TO APPLY: Please visit the employment page at [www.searpc.org](http://www.searpc.org) for REQUIRED application or call 334-794-4093 ext 1415 for more information.**

**Applications must be received by close of business April 22, 2019.**

### **Sending Application**

**Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302**

**Email: [areed@searpc.org](mailto:areed@searpc.org)**

**Fax: [334-794-3288](tel:334-794-3288)**

**Please note that Transcripts are REQUIRED to apply for this position.**

**EOE/E-verify**

Posted: April 7, 2019 Closes: April 22, 2019
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