



Job Description

Position Title:	Food Service Specialist
Reports To:	Director of Operations
Direct Reports:	None
Status:	Non-exempt (hourly), Full-Time (35-40/hrs. per week, M-F)

POSITION SUMMARY: *Responsible for production of nutritious, child-friendly meals which meet the requirements of the Child and Adult Care Food Program (CACFP). Under the supervision of the Director of Operations, the Food Service Specialist produces breakfast, lunch, and snack daily for approximately 200 infants, toddlers and preschool-age children and 50 staff. Primary responsibilities include weekly food and supply ordering, cooking, record-keeping and kitchen organization and cleaning. The Food Service Specialist also participates in monthly administrative staff meetings and contributes to the overall success of the Crispus Attucks Children's Center team.*

DUTIES & RESPONSIBILITIES:

- Works with Director of Operations and Registered Dietician to develop healthy, nutritious menus that meet all CACFP requirements.
- Produces sufficient quantities of breakfast, lunch, and snack daily for approximately 200 infants, toddlers and preschool-age children and 50 staff.
- Serves all meals according to the center's schedule.
- Keeps accurate and up-to-date records in accordance with all CACFP and Department of Early Education and Care (EEC) licensing regulations.
- Works with Director of Operations to order sufficient food and supplies to implement weekly menus.
- Cleans, organizes, and maintains kitchen, food service utensils, equipment and food service areas to standards mandated by MA EEC Licensing and the Boston Health Department.
- Ensures food is stored safely and that all food is served at the correct temperature and before its expiration date.
- Ensures children with identified food allergies receive alternative meals with no cross-contamination.
- Works collaboratively and effectively with other kitchen staff (as applicable), teaching staff and administration.
- Participates in monthly Administrative Team meetings.
- Maintains regular attendance and punctuality.
- Prepares food for staff and board events on an as-needed basis.
- Other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- A minimum of one (1) year experience in institutional or restaurant food service required.
- Experience with CACFP and/or EEC regulations is highly desirable.
- ServSafe Manager and Allergens certification or ability to obtain certification within ten (10) business days of hire.
- Must be able to pass a comprehensive EEC background check including CORI, SORI, and fingerprinting.

SKILLS:

- Basic cooking skills.
- Ability to read, write, understand, and speak English.
- Basic computer skills (WORD, Outlook).
- Basic math skills (calculating serving portions, ability to increase/decrease recipe amounts including using decimals and fractions).
- Must possess strong organizational and time management skills and be able to prioritize.
- Ability to work effectively in a team environment and relate well to children, families, and colleagues.
- Ability to be flexible.
- Bilingual (English-Spanish) a plus.

PHYSICAL REQUIREMENTS:

- At employment must obtain a physical examination including MMR immunizations.
- Must be able to lift and carry up to 40lbs.
- Ability to bend, stoop, reach overhead, push/pull, squat, twist and stand for extended periods.
- Ability to tolerate standard cleaning solutions used in the childcare environment and food service environment such as choline bleach.