



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**Corona-Norco Family YMCA
Position Description & Performance Standards**

Position: Food Program Director/Nutrition Services Director
Classification: Full-Time – Non-Exempt
Location: Health and Wellness Center
Reports to: Executive Director-Child and Youth Development

Job Description Summary:

The Nutrition Coordinator while based at the YMCA Community Center, is responsible for the running of Food Service program of the Corona-Norco Family YMCA which including the coordination of all kitchen staff at each school, the coordination of menus, meals, maintenance, and training.

Position Summary:

Responsible for overseeing CACFP program
Responsible for overseeing menu development
Responsible for overseeing meal preparation for children enrolled in the program
Responsible for overseeing the cleanliness and maintenance of all kitchens
Responsible for overseeing ordering of food supplies and kitchen equipment
Responsible for overseeing various daily maintenance duties

Qualifications/Job Requirements:

High school graduate or equivalent
Must successfully pass fingerprint and criminal investigation screening
Knowledge of CACFP program and Nutrition Guidelines
First Aid/CPR certificate required
Food Handlers certificate
Must successfully past TB test and health screening requirements
Must possess a professional and caring manner and relate well with both children and adults
Must possess reliable transportation

Duties and Responsibilities:

Responsible for CNIPs data entry
Responsible for menu planning in accordance with CACFP meal pattern guidelines
Ensures preparation of lunches and warms meals for childcare program
Ensures Preparation of snacks for the childcare program
Ensures that all kitchens are kept clean and that all food is properly stored and refrigerated
Organizes food supplies as well as kitchen equipment
Ensures that the facility is kept clean and assists with general daily maintenance
All other duties as assigned

Supervisor Responsibilities:

Food Purchases for all YMCA Sites
Meal Counts end of month- with given deadlines
Orders supplies for Sites requested by supervisor food or non-food
Menu planning
Set up CACFP trainings for kitchen staff



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Make sure Food Handlers permits are up do date for kitchen staff
Record and upkeep of all mandatory trainings for kitchen staff
Involvement in Hiring, Interview perspective kitchen staff

Physical Requirements:

Ability to sit, walk and stand for extended periods
Ability to bend, lean and stretch.
Fine manipulation and simple power grasping ability required.
Ability to lift up to 30 pounds

Personal Characteristics

Continually demonstrates respect, courtesy and a professionalism towards staff and children
Possesses the ability to adapt positively to changing situations and priorities.
Responds well to constructive feedback from Management.
As an ambassador of the YMCA, the Kitchen Supervisor/Nutritionist understands the importance of demonstrating a positive and professional demeanor at all times.

Public Safety

Understands and adheres to YMCA policies and procedures.
Ensures kitchen staff understands and adheres to YMCA policies and procedures.
Has complete knowledge of and adheres to all emergency procedures.
Responds promptly and appropriate to difficult and/or challenging situations.
Abides by the safety and injury prevention guidelines by accepting personal responsibility for one's own safety and the safety of program participants.

By signing below, the Kitchen Supervisor/Nutritionist acknowledges having read and agrees to the contents of this job description.

Employee Signature

Date

Associate Executive Director

Date