

FLCA/Wayne County Action Program, Inc.

Job Description

Job Title: Food Service Team Leader B

FLSA Status: Non-Exempt

Department: Head Start & Early Head Start

Reports To: Assistant Director

Summary:

The Food Service Team Leader A is responsible for the daily operation of the Head Start Central Kitchen and supports the staff in the satellite kitchens.

Essential Duties and Responsibilities:

Program Service Provision

- Monitors CACFP, Department of Health, Head Start Performance Standards and New York State OCFS regulations, in the area of food service.
- Provides training of all food service staff in conjunction with the Food Service Team Leader A to new and returning staff.
- Assist the Food Service Team in food preparation, cooking, and any other kitchen duties.
- Reviews and implements special diet plans, and ensure proper substitutes are offered for the children with special dietary needs.
- Ensure all product labels are available to staff, to ensure the safety of all children in the program with allergies or sensitivities.
- Monitor, order, and inventory all Food Service supplies used for Food Service, both in the Central and satellite kitchens. in conjunction with Food Service Team Leader B.
- Ensure food safety guidelines are being met in all areas of the program, up to and including items being properly stored, and rotated.
- Enhance Nutrition Education for the child's primary educators (Parent, Grandparent, guardians) in conjunction with the Health, Nutrition, and Safety Coordinator.
- Maintain a professional relationship with outside vendors, as well as professional relationships within the team and program staff.
- Conduct and document announced and unannounced monitoring visits, to each of the satellite kitchens, twice a month, in conjunction with Food Service Team Leader A.
- Document weekly unannounced visits to classrooms to observe family style meals, in conjunction with Food Service Team Leader A, and report findings to the HNSC and the Assistant Director.
- Conduct CACFP monitoring visits to all classrooms, including vendor contracted sites, four times per year, in conjunction with Team Leader A and report findings on your monthly report.
- Report, monitor and maintain all CACFP documentation in an organized manner, and have the documentation available upon request, in conjunction with Team Leader A.

- Maintain open lines of communication with Food Service Team Leader B and the Health, Nutrition, & Safety Coordinator, and the Assistant Director on a regular basis through email, text, and telephone.
- Ensure Health Inspections are scheduled and conducted yearly, and current certificates are posted in the kitchen at all times, in conjunction with Food Service Team Leader A.
- Create and work in conjunction with Food Service Team Leader B, the registered dietitian and HNSC on approving program menus based on USDA and CACFP guidelines.
- Ensure meals are being served according to the approved meal schedule.
- Monitoring to ensure all components, including special dietary requirements, are on the cart prior to being sent to the classroom.
- Ensure that all safety precautions are being followed when it comes food preparations, up to and including cross contamination.
- All food sent from the Central Kitchen must have an ingredient label, to assist all team members in possible allergens. Ingredient labels must be reviewed prior to serving/sending the item.

Staff Training

- Support employees on family style meal and CACFP regulations in conjunction with the Food Service Team Leader A
- Be familiar with all CACFP regulations, OCFS Regulations, and Head Start Standards and be able to assist staff on how to locate information.
- Work in conjunction with Food Service Team Leader A and HNSC orientating new staff.
- Support and educate food service staff in conjunction with the Food Service Team Leader A on food related topics, such as allergies, ingredients, prevention of cross contamination.
- Provide recommendations to support the team.
- Arrange for coverage in the absence of team member.
- Collaborate with Food Service Team Leader A, and the Health and Nutrition, Safety Coordinator, to arrange and conduct monthly Food Service Staff Meetings.
- Arrange and conduct Menu Committee meetings, in conjunction with Team Leader A and the HNSC.
- Present Food Service-related topics at the Site Support meetings, All Staff Trainings, and present information at the HNAC meetings.

Program Compliance and Reporting

- Prepare and maintain all CACFP required records, in conjunction with the Food Service Team Leader A.
- Complete all appropriate paperwork including monthly report in a timely manner.
- Code all food & food/kitchen-related invoices appropriately.
- Review and approve your timecard and ensure that it has been fully approved each Monday and report any discrepancies in writing to your CPP contact person, or the Assistant Director.
- Conduct and document CACFP monitoring visits on the appropriate forms for **all sites**, including meal vendor contracted sites at least four times per program year.
- Review and approve monthly menu choices made at vended meal sites, in conjunction with the Food Service Team Leader A.
- Ensure all program menus, and menus from vended sites, are provided to parents, and are posted whenever there are changes.
- Collect and review daily delivery food tickets from the vended meal sites monthly and report any discrepancies to the HNSC.
- Create an approvable Early Head Start and Head Start program menu at least once a year, in conjunction with Team Leader A, HSNC, Registered Dietician.
- Work with the HNSC to ensure all children with special dietary needs have a plan on file, that is being periodically reviewed, and followed by the Food Service Staff supporting the dietary need.
- Ensure all children with special dietary needs have the required items available for them in the event of sheltering in place, or an emergency situation.
- Stock, inspect and replenish Shelter in Place food bins, 3 times per year, or as needed
- Report for work on time and continue to work to the end of the workday or work week.
- Contact and speak with immediate supervisor no later than one (1) hour prior to your scheduled start time if you find it necessary to be tardy or absent from work due to illness, accident, emergency, or other reason.

Collaboration and Parent Inclusion

- Attend conferences, trainings and meetings as required by the program.
- Work with Leadership Team, team members, children, families to meet nutritional needs in an effective and timely manner
- Attend, and participate in the Health and Nutrition Advisory Committee, Menu Committee, team meetings, All Staff Meeting, Site Support meetings and any other assigned meetings.
- Attend and conduct Reflective Supervision Meetings, on a regular, and as needed basis.
- Other duties as assigned.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings, and instruction.
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings and implement within your work area.
- Immediately report any unsafe hazardous conditions, workplace accidents or incidents to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees.
- Report all workplace accidents, incidents immediately to your supervisor.
- Practice good housekeeping by safety storing all items. picking up tools, materials and putting them into their proper places.
- Compliance with all safety and health rules and regulations is a condition of employment

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms (including TB clearance-PPD) at time of hiring.
- Obtain clear State and Federal fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations.
- In accordance with the Head Start Performance Standards, pass a background check every 5 years.
- Must show proof and submit COVID-19 Vaccination card and or approved exemption.
- **Education/Experience:**
 - High School diploma or GED equivalent. Associates Degree or Certificate in Food Service Management Preferred. Experience in the field of institutional food service.

Language Ability:

- Ability to read and analyze and interpret program policies and government regulations.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from parents, staff, other agencies and the general public.
- Ability to adapt and interpret guidelines such as policies, regulations and work directions for application to specific issues.
- Ability to analyze results and recommend changes.

Math Ability:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers,

common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have working knowledge of basic computer applications such as Microsoft Office. Must have a working knowledge of spreadsheet software and accounting software.
- Basic email skills
- Cell phone knowledge, text, email and virtual meeting platforms.
- Input information in the COPA data base.

Certificates and Licenses:

- Valid driver's license.
- Certification in Food Service, Sanitary and Food Safety.
- Must meet Day Care licensing medical standards as proven by submittal of physical form at time of hire and every other year thereafter.

Supervisory Responsibilities:

The Food Service Team Leader B role, is one of support, and has no supervisory responsibilities.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.
- May be on your feet or standing for long period of times, performing kitchen related duties.
- Maintain a clean and neat appearance, and dress appropriately and professionally according to the WCAP Dress and Appearance Policy.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must be able lift, move, and/or carry up to 50 pounds including in inclement weather. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and to reach with hands and arms.

Medicaid fraud and abuse effects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.

Employer’s Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.**

- *** COVID – 19 pandemic and any other local or nation pandemic may affect work duties and assignments to meet the needs of the program and the families we serve. Work duties may include digital work, and work that can be completed at home.**