

Holy Trinity Early Education Center

9201 Summit St.
Lenexa, KS 66215

913-492-7380

7:00 AM - 4:30 PM M-F

Nutrition Coordinator Job Description

Job Title: Nutrition Coordinator

Program: Holy Trinity Early Education Center

Reports to: Early Education Center Program Director

Type of position: Full-Time; non-exempt; year-round

Job Description:

The Nutrition Coordinator plans, directs, and assists in the preparation of nutritious breakfasts, lunches, and snacks for our students and staff. The Nutrition Coordinator will also be responsible for guiding safe food preparation, performing cleaning duties to maintain a sanitary and organized kitchen environment, and ensuring compliance with the Kansas Department of Health and Environment's (KDHE) state licensing regulations for Child Care Centers and the requirements of the USDA's Child and Adult Food Program (CACFP). The employee must have knowledge of the nutritional needs of children, understand large-quantity food preparation and service, demonstrate sanitary methods of food handling and storage, and be sensitive to the individual, cultural, and dietary restrictions of children. Prior experience working in a food-related industry, with the CACFP program, or in a commercial kitchen are preferred but not required.

Essential Skills:

Above all, the Nutrition Coordinator conducts themselves as a professional employee. Additionally, the employee should hold and develop the following skillset:

- Exercising Sound Judgement
 - Blends intuition, information, and experience to make well-reasoned decisions that ensure the constant safety, well-being, and health of all children.
 - Makes informed decisions that take into account regulatory requirements, budget restrictions, nutritional needs and preferences of children, and the overall sustainability of the center's operations.
 - Holds self accountable for the outcome of those decisions and seeks positive resolution to any resulting complications or consequences.
 - Performs the job responsibilities and requirements with a strong attention to detail and pursuit of quality in accomplishing tasks.
- Adaptability and Flexibility
 - Adapts with grace and understanding to the changing needs and conditions of the kitchen, children, staff, and center at large.
 - Demonstrates composure and credibility at all times, especially when in the presence of children and families.
 - Accepts constructive feedback about their work from their supervisor, administrators, co-workers, or other field professionals, and approaches professional growth with humility and flexibility.
- Acting with Integrity

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- Constantly follows all licensing standards, CACFP requirements, Virtus guidelines, and center and parish policies.
 - Maintains the confidentiality of the children, staff, and families both inside and outside of work. Does not engage in gossip, speculation, or other inappropriate conversations.
 - Practices and lives out virtues benefitting a Catholic early education center.
- **Dependability**
 - Accepts humble ownership for their role as a necessary component of the center's daily operations. Requires little oversight for completing the stated and unstated tasks of the job.
 - Demonstrates consistency in work attendance, performance, and punctuality.
 - Uses time and available resources wisely.
- **Empathy**
 - Creates a positive work environment based on empathy and compassion. Treats all- especially children- with fairness and dignity.
 - Shows regard for the long and short term needs of the child, staff, and center.

Responsibilities:

- **Food Safety**
 - Constantly follows all food safety, sanitation guidelines, and licensing regulations.
 - Constantly prepares food according to any dietary, allergy, individual, or cultural restrictions in the student or staff population.
 - Accurately communicates food restrictions and allergies to classroom teachers.
 - Ensures substitutions for allergies or other modifications are available when required and clearly labeled for use by the proper students.
 - Serves as the primary point-of-contact for parent requests/questions regarding food safety and modifications.
 - Distributes accurate information and required paperwork for meal modifications, ingredient lists, or other required data when needed.
 - Ensures all food is cooked at and served at a proper temperature.
 - Washes and sanitizes all dishes, utensils, and tools according to licensing regulations.
- **Food Preparation**
 - Performs general food preparation tasks such as washing, cutting, and chopping.
 - Performs precise cooking tasks such as measuring ingredients and monitoring cooking times.
 - Handles and prepares a variety of fresh, prepared, and frozen foods including vegetables, fruits, meats, grains, dairy, and seafood.
 - Guides the portioning and delivering of meals to individual classrooms at stated meal times. Includes portioning sufficient amounts of food in alignment program requirements.
 - Coordinates and plans inventory of kitchen items, supply runs, and grocery shopping to satisfy portion and ingredient requirements.

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- **Kitchen Cleanliness and Maintenance**

- Maintains a clean and sanitary kitchen and storeroom. Cleans and sanitizes inside and outside of all kitchen surfaces/equipment, including countertops, ovens, sinks, freezers, and refrigerators.
- Performs routine cleaning tasks such as sweeping/mopping kitchen and storeroom floors and taking out trash.
- Safely operates all kitchen equipment and appliances alongside manufacturer instructions.
- Initiates the laundering of kitchen linens, including classroom laundry.
- Informs the Maintenance Department or Program Director immediately in the event of equipment malfunction or damage.

- **CACFP Food Program**

- Serves as the primary nutrition liaison for the CACFP food program.
- Maintains current and accurate records for the CACFP including...
 - Portion sizes
 - Ingredient lists and recipes
 - Verifying meal counts alongside preparation counts
 - Allergy forms and meal modification forms
- Train incoming and current staff members on CACFP service and reporting
- Keep all copies of receipts/invoices and submit them to the Parish Accountant.
- Prepare for the state audit and licensing survey and supply auditors and surveyors with any required paperwork. Maintain files as necessary per CACFP regulations.
- Attend required CACFP trainings
- Any other duties which ensure the continued and accurate implementation of CACFP.

- **Meal Planning and Organizing**

- Coordinates and plans inventory of kitchen items, supply runs, and grocery shopping alongside annual food and materials budget and state/food program requirements.
- Create and distribute monthly menus that meet all CACFP and state licensing nutritional guidelines.
- Document menus and share finished menus with administration.
- Create menus and meals that are child-friendly and provide opportunities to try an interesting variety of cultural, regional, or seasonal foods.

- **Other**

- Assume other duties deemed necessary by the Program Director, which may include covering breaks, assisting in classrooms, attending program-wide events or staff meetings, or any other task that ensures the health and safety of the students and the continued operation of the program.
- Maintain good communication and professional relationships with EEC children, families, and staff.
- Maintain good working relationships with HT Parish staff.
- Maintain a clean and organized work environment.
- Responsibly use all center equipment and resources, which may include business credit cards, membership cards, tax documents, keys or key fobs, online platforms, and more. All equipment and resources must be returned at the end of employment.

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Requirements:

- At least 18 years old
- Holds at least a High School diploma or equivalent
- Provide at least 3 professional references at the time of application.
- Hold working knowledge of food safety standards, universal precautions, and Kansas state licensing regulations related to food, nutrition, and classroom operations.
- Commit to never harm children nor participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children.
- Understand and follow the center's emergency and safety plans, fire code regulations, and discipline policies.
- Demonstrate excellent time management skills, including the ability to arrive and depart as scheduled and prepare and serve meals at set times.
- Complete ongoing professional development according to licensing regulations (16 hours per year, with 4 hours related to health or safety topics.)
- Upon hiring, obtain or complete the following:
 - Pass a KBI fingerprint-based background check prior to the first day of employment.
 - Maintain current CPR and first aid training for adult and pediatric care which includes a practical application component.
 - Complete a Health Status form indicating one's ability to protect the health, safety, and welfare of children.
 - Have a record of a negative TB skin test dated no more than 2 years prior to the first day of employment and no more than 30 days after the first day of employment.
 - Complete VIRTUS training and all safe environment requirements, including passing a background check, attending the one-time mandatory training, and keeping current on monthly digital bulletins.
 - Complete initial health and safety training, or provide documentation of completed KDHE initial health and safety training requirements.
 - Ability to perform physical tasks in a variety of indoor and outdoor settings including, but not limited to, standing for long periods, sitting on a variety of surfaces, changing body position quickly, lifting at least 40lbs., carrying, stooping, kneeling, bending, crawling, crouching, or any other physical activity as required by the job responsibilities and needs of the children. Employees must be free from physical, mental, or emotional conditions that prevent the individual's ability to protect the health, safety, and welfare of the children. Employees shall be qualified by temperament, emotional maturity, demonstrate an understanding of children, and act with sound judgment. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

This job description is intended to provide an overview of the position. It is not an exhaustive list of all responsibilities, duties, skills, qualifications, or working conditions associated with the role.