Capital Area Community Services, Inc.

**Job Description**

**Title:** Nutrition Services Aide, Head Start **Department:** Health

**Reports To:** Nutrition Coordinator  **FLSA:** Non-Exempt

**Supervises:** N/A **Updated:** 03/29/2022

**Job Summary**

Organizes and maintains record systems for nutrition according to established procedures and instructions. Performs a variety of clerical duties.

The National Office of Head Start mandates that staff be fully vaccinated or have an approved vaccine exemption request approved and on file prior to hire date.

**Qualifications**

**Education:**

High school diploma or equivalent

**Experience:**

A minimum of one year of related and progressively more responsible general clerical work experience including using a variety of office equipment and computers.

**Position Duties/Responsibilities**

Compiles and reviews data and records necessary for CACFP compliance; i.e.; annual CACFP application, menu component requirements, food contracts, procurement documentation, civil rights data, National Disqualified List monitoring, etc.

Monitors and reviews meal attendance to prepare for CACFP claim submission. Follows up on missing attendance information.

Reviews monthly menus to determine CACFP claim accuracy and meal eligibility. (This monitoring activity accounts for ~4% of staff time.)

Reconciles vendor meal invoice with meal order logs and attendance before submission for payment.

Compiles and submits monthly CACFP claim to state.

Enters CACFP enrollment forms and nutrition-related documentation into ChildPlus.

Enters and compiles growth screening data for nutritionists to evaluate.

Organizes and distributes health and program materials as necessary, such as menu packets, flyers, etc.

Completes a variety of computer tasks related to the Nutrition Department.

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special needs and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

Personal appearance must be neat and appropriate.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions

*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*