



POSITION DESCRIPTION

POSITION: Child Nutrition Coordinator
LOCATION: McGraw Family Clubhouse/Extended Sites
STATUS: Full-Time/Hourly/Non-Exempt
HOURS: M-F, 9:00 AM – 5:30 PM with occasional weekend work
REPORTS TO: Director of Programming

PRIMARY FUNCTION: Supervises USDA Nutrition Programs in accordance with the USDA/CACFP/SFSP requirements.

ORGANIZATION DESCRIPTION: The Boys & Girls Clubs of the Columbia Basin (BGCCB) is committed to our mission: to empower all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. If you are passionate about youth development, love to connect with people, have a proven track record of results with youth, and want to be part of an extraordinary team, Boys & Girls Clubs of the Columbia Basin is for you!

KEY ROLES (Essential Job Responsibilities):

- Oversee the preparation and delivery of the meal service according to the program meal requirements and make alterations/substitutions as needed.
 - Ensure the daily meals are in compliance with USDA/CACFP/SFSP guidelines and approved by the Director of Programming and the Executive Director.
 - Train staff and volunteers to deliver and accurately record meals in accordance with USDA/CACFP/SFSP guidelines.
 - Monitor programs and sites for compliance. Implement corrective measures for deficiencies.
 - Schedule and supervise staff and transportation.
 - Adjust production numbers and prepare meals daily.
 - Responsibilities include shopping for meal components and packaging supplies and scheduling milk deliveries.
- Establish and maintain program records and documentation that ensures compliance with USDA/CACFP/SFSP standards.

- Effectively implement and administer food service programs and related activities for the children of the Moses Lake community. Create a productive

work environment through training and supporting food program staff and volunteers.

- Oversee proper record keeping and reporting, including expenditures and staff schedules.
- Ensure all health department standards are met.
- Ensure all USDA/CACFP/SFSP standards are followed and documented.
- Teach nutrition, cooking and/or baking classes with club members.
- Coordinate vendors for CACFP & SFSP programs.

ADDITIONAL RESPONSIBILITIES:

- Will be required to drive Club vehicles.
- Follow all BGCCB child safety and youth development practices.
- Ensure program compliance and marketing materials are displayed at sites and on vehicles used for transportation.
- Other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- College Degree and/or equivalent experience
- Experience in working with food service and administering USDA nutrition programs
- Knowledge of youth development, particularly in the area of nutrition
- Ability to motivate youth and manage behavior problems
- Ability to plan and implement quality nutrition programs for youth
- Ability to organize and supervise staff and children in a safe environment
- CPR and First Aid Certification
- Valid State Driver's License
- Valid State of Washington Food Handler's Card
- Working knowledge of Microsoft Word, Publisher, Excel, and PowerPoint
- Compliance with BGCCB, local, state, and federal health mandates

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Kitchen, indoor and outdoor environment. May require occasional lifting of up to 25 lbs., may require extended periods of time in a standing position supervising up to 20 youth.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.