



Children's Discovery Academy
Dietary Lead Team Member Job Description

Supervisor: Center Director

Classification: Part-Time Hourly Position

Job Summary: The Dietary Lead Team Member is responsible for maintaining oversight over the Center's food program in all its various aspects, including planning snack menus, purchasing and preparing snacks, and distributing Lunch and Dinner trays to the classrooms from the meals provided by the St. Louis Public Schools Foodservice program. Maintaining records and receipts as needed and following all licensing rules and regulations and health codes for sanitary food preparation and clean-up are also duties.

Special Skills and Qualities:

- Ability to work in a positive and productive manner within a team.
- Ability to relate well to children and staff
- Knowledgeable about Michigan Child Care Licensing Rules for Child Care Centers as it pertains to foodservice
- A positive role model in language and attitude for all caregiving staff and children
- Accepts and respects differences in children, parents, and coworkers
- Customer service orientated and professional
- Excellent verbal and written communication skills
- Possess a strong work ethic, be punctual, prepared and have minimal absences
- Knowledge of early-childhood nutrition
- Experience working with groups of children
- Ability to do basic mathematical skills and accurate recordkeeping
- Able to kneel, bend, squat, lift, push, pull, and lift up to 50 lbs
- Have dependable transportation

Qualifications: Be at least 18 years of age

Education:

High School Diploma

Experience:

Experience as a cook, preferably in a child care center setting preferred

Specific Duties

Ordering/Purchasing:

- Purchase all groceries needed to implement the planned snack menus, in consideration of the Center's food budget and in consultation with the Center Director
- Follow established procedures regarding the forwarding of all receipts related to purchases

General Duties:

- Organizing and storing snack items in each classroom as needed
- Plan a monthly menu for snacks, accommodating for special dietary needs or allergies of children
- Prepare healthy morning and afternoon snacks and deliver to each classroom
- Prepare individual lunch and dinner plates for each classroom and deliver to the rooms
- Complete clean up after each meal (i.e. dishes, countertops, etc.)
- Follow all licensing rules and Health Department standards concerning the safe handling of food for the childcare center
- Complete required paperwork for Food Program compliance and record-keeping (teachers will record numbers of meals eaten in the classrooms daily)

Other:

- Attend staff meetings as required
- Attend professional development and other relevant training opportunities when available, e.g. to remain current with Health Department regulations on proper food handling, etc.
- Participation in special events as assigned by the Center Director
- Maintain a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards to the Center Director
- Positively communicate with children and staff.
- Upon satisfactorily completing training on language and appropriate guidance of children, consistently enforce classroom limits in tandem with the Team Lead Teachers and Team Member Teachers.

I understand these General Responsibilities and Specific Tasks, and I am dedicated to fulfilling them to the best of my ability. I am aware that consistently failing to meet these expectations may result in disciplinary action or dismissal.

Signature of Dietary Lead Team Member _____

Date _____