



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 menus; purchasing, preparing, serving, cleaning up, and reporting meals. Complete, manage, and submit daily, weekly, monthly, and yearly records and receipts as required by the center, licensing rules and regulations, health codes for sanitary food preparation and clean-up, quality standards, and the Child and Adult Care Food Program (CACFP).

Special Skills and Qualities:

- Ability to work in a positive and productive manner within a team
- Ability to relate well to children and staff
- Know and implement Michigan Child Care Licensing Rules for Child Care Centers, CDA Policies and Procedures, Great Start to Quality Standards, and CACFP requirements
- A positive role model in language and attitude for all caregiving staff and children
- Accepts and honors differences in children, families, and coworkers
- Service orientated and professional
- Excellent verbal and written communication skills
- Possess a strong work ethic, be punctual, prepared and have consistent attendance
- 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, push, pull, and lift up to 50 lbs
- Have dependable transportation

Qualifications: Be at least 18 years of age

Education:

High School Diploma
 CPR, First Aid certified or obtain certification upon hire
 Documentation of completed Tuberculosis Test and the ability to physically meet the duties expected
 Completed Fingerprinting and Background Checks

Experience:

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

Specific Tasks

Ordering/Purchasing:

- Purchase all groceries needed to implement the planned menu and anticipated attendance, in consideration of the Center's food budget and in consultation with the Center Director, making substitutions allowed by the CACFP when needed
- Follow established procedures regarding the forwarding of all receipts related to purchases

General Duties:

- Organizing and storing meal components in the kitchen and each classroom as needed

- Plan a monthly menu for all meals, accommodating for special dietary needs or allergies of children
- Prepare healthy meals and deliver to each classroom
- Prepare individual dinners for each classroom
- Complete clean up after each meal (i.e. dishes, countertops, etc.)
- Follow all licensing rules, CDA Policies and Procedures, Health Department standards, and CACFP requirements concerning the safe handling of food for the childcare center
- Complete required paperwork for CACFP compliance and record-keeping

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 _____