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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Certified Food Manager**
Site location: Alexandria Area YMCA
FLSA Status: Nonexempt
Reports to: Child Care Coordinator
Revision Date: 4/24/18

POSITION SUMMARY:

Under the direction of the Child Care Coordinator, the individual will plan, budget, purchase, prepare and monitor a food service program for the YMCA according to established nutrition and governmental standards outlined by the Child and Adult Care Food Program (CACFP).

ESSENTIAL FUNCTIONS:

1. Prepare and serve required meals on-site.
2. Facilitate the service of catered lunch-time meals.
3. Order and purchase all food and supplies necessary to operate efficiently and effectively for all classrooms.
4. Perform the necessary cleaning and sanitizing duties of kitchen supplies and work area.
5. Work within the parameters given for food service/quantity/components/documentation as stated by the Child and Adult Care Food Program (CACFP).
6. Create and update a 4-8 week menu cycle for breakfast and snack following licensing and CACFP guidelines.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Be committed to the mission and goals of the YMCA and Child Care Center.
2. Must complete and have a non-disqualified background study record.
3. Must be certified in CPR and First Aid with Bloodborne Pathogens or obtain within the first 90 days of employment
4. Must have proof of completion of SIDS and Abusive Head Trauma, Child Abuse Prevention and Reporting awareness or obtain within the first 10 days of employment.
5. Must take CACFP food training and YMCA 101 within the first 90 days of employment.
6. Must be or willing to become Food Manager Certified.

PHYSICAL DEMANDS:

1. The individual must be in good physical, mental, and emotional health and may be required to lift items ranging from 5-50lb.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear.
3. The employee frequently is required to reach with hands or arms.
4. The employee is will be required to stand; walk; climb or balance; and stoop, kneel, or crouch.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed. I understand that this is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that will be required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____