

## **Food Services Manager**

**JOB CODE:** HS003

**Schedule:** Full Time On-Site

**Work Status:** Regular / Non-Exempt

**Salary:** 12.38/hr. – 15.48/hr., based on experience

**Location:** Mt. Vernon, MO

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

**Earn up to \$3,000 in incentive pay during your first year of employment!**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

### **Want to make a real difference in a child's nutritional needs?**

**If you love children and you like seeing them enjoy well prepared meals that are both nutritional and healthy, then we may have a position for you. As a food service assistant, you will assist in preparation of nutritious meals for children and staff, who are authorized to eat with children during mealtime in accordance with the nutrition program guidelines and Child and Adult Care Food Program (CACFP) an/or the Summer Food Service Program (SFSP).**

Under the general supervision of the Center Manager, the food services manager is responsible for preparation of nutritious meals for children and staff, who are authorized to eat with children during mealtime in accordance with the nutrition program guidelines and Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP). Is responsible for record keeping and reporting requirements that includes documentation of food preparations, meal disbursements and food discarded as waste in accordance to USDA guidelines. Ensure that delivery of services will be based on the principles of the Parent Family Community Engagement (PFCE) Framework and Head Start Early Learning Outcomes Framework (HSELOF)..

### **Primary Responsibilities (not all inclusive):**

1. Prepare nutritious meals for breakfast, lunch and supplemental snacks in accordance with the approved menu utilizing standardized recipes at required times and modifying menus only when addressing special diets and/or obtaining approval by dietician and documenting revised menu.
2. Responsible for cleaning and sanitizing all equipment, food storage areas and kitchen in accordance with state licensing codes, USDA guidelines and UMOs Sanitary program guidelines.
3. Adheres to state licensing regulations and USDA guidelines in handling & storing food, weighing and measuring food, quantity cooking, and maintaining appropriate documentation.
4. Implement safety and sanitary practices in the kitchen as defined by state licensing codes, USDA guidelines and UMOs Policies and Procedures.

5. Implement UAMOS'S system of inventory, disposition and UAMOS purchasing and requisition of food and non-food items to maintain desired amounts in the kitchen.
6. Purchases food and non-food items weekly for meals which may have some travel requirements.
7. Maintain food service records to include daily meal count, food usage reports, and substitution lists.
8. Operate and maintain commercial food service equipment in accordance to the operating manual.
9. Implement special diet changes to address children's special dietary needs in accordance with physician or dietician's/ nutritionist's orders and/or as delineated in a child's IEP/IFSP.
10. Purchase materials and food items needed for classroom nutritional activities and ensure proper documentation of activity when utilized as a supplemental snack.
11. Participate in training for basic meal and special diets preparation in accordance to IFSP/IEP and in-house staffing goals in working with children with specific dietary concerns.
12. Report suspected child abuse and neglect in accordance to state law and UAMOS policies and procedures.
13. Provide support or T/TA to other locations with some travel requirements.
14. As part of the PFCEF, support parent engagement efforts through meal preparation for parent/community activities such as parent meetings, open houses, fatherhood activities.
15. Perform other duties as assigned.

## **Qualifications:**

1. Demonstration of COVID-19 Vaccination may be required as per company protocol, local, state, and/or federal requirements.
2. GED and/or high school diploma, Preferred
3. Minimum of one-year related experience.
4. Be able to read and write.
5. Knowledge of proper methods of storing foods, using basic food service equipment, and quantity cooking.
6. Be able to follow written recipes, menus, and USDA Guidelines.
7. Complete 4-hour course of food handling and sanitation and /or certification.
8. Must have reliable car and/or valid driver's license and adequate insurance
9. Ability to work flexible, irregular hours with some travel.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*