



Stepping Stones

OF GROSSE ILE

Nutrition Director

REPORTS TO: Director

JOB SUMMARY:

Are you ready to join a growing team of passionate and caring individuals who want to support the nutritional and developmental needs of young children? The Nutrition Director position at Stepping Stones may be the right fit for you!

To be a successful Nutrition Director with our high-quality childcare organization you should be:

- Passionate about working with food and producing high-quality products.
- Interested in kitchen work focused on serving young children (infant-school age)
- Willing to work hard to meet the needs of our kitchen operations, including high volume prep work.
- Cognizant of budget

QUALIFICATIONS:

- Food Service experience required.
- Childcare experience preferred.
- Current first aid and CPR certification (can be acquired after you start).
- Must pass a background check and have a negative TB test result.
- Willing to become Serv-Safe certified.

ESSENTIAL FUNCTIONS:

- Create monthly nutritional menus following the CACFP guidelines
- Post the menu to the school website monthly
- Provide copies of the menu to each classroom
- Post the menu on the large family board
- Document all menu changes on the posted menus as needed
- Preparation of all menu items as stated on the monthly menu including items for breakfast, lunch, and snacks daily.
- Serve all food items on time to assigned classrooms each day.
- Maintain awareness of product inventory and replenish as needed
- Provide all students with allergy and dietary restrictions with applicable substitutions as determined by each individual's need.

- Uphold the cleanliness and sanitation of the kitchen area, including a significant amount of dish cleaning.
- Assist staff with any food-related needs or questions that they may have.
- Attend staff meetings monthly
- Prepare and provide food for family events

KNOWLEDGE:

- Knowledgeable in kitchen sanitation
- Entry level knowledge of food preparation.
- Knowledgeable on positive adult child interaction
- Entry level knowledge of Environmental Health codes.

SKILLS AND ABILITIES:

- Needs to be flexible and adaptable.
- Should possess strong communication skills.
- Must have the ability to multitask.
- Must have the ability to remain calm in an emergency.
- Need to be able to sit or stand for extended periods of time.
- Need to be able to bend and squat.
- Need to be able to lift up to 40 pounds.

JOB TYPE: Part-time

PAY RANGE: \$20-\$22 per hour

EXPECTED HOURS: 30-35 hours per week

EEO/AAP POLICY STATEMENT:

Stepping Stones of Grosse Ile provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.