



**BOYS & GIRLS CLUBS
OF MAGIC VALLEY**

Position: Nutrition Coordinator

Full Time: Up to 40 hours per week

Salary: DOE

Position Description:

The Nutrition Coordinator is responsible for managing and overseeing the BGCMV nutrition service for the organization. The Nutrition Coordinator is responsible for the planning, implementing, and managing a nutritious and cost-effective food service program that adheres to the Boys & Girls Club of Magic Valley standards. The Nutrition Coordinator plays an essential role in ensuring that nutrition staff follows USDA food safety regulations and policies. This position requires the ability to perform work in a kitchen setting as well as in a fast-paced, interactive environment.

Qualification Requirements:

Knowledge: Knowledge of: The Boys & Girls Club mission, objectives, policies, programs, and procedures. Training in the USDA Food Program and the skills with the use of kitchen equipment.

Experience: Minimum of one year of food service experience is preferred but not required. Prior experience with the programs and operations of a Boys & Girls Club or similar youth organization is preferable.

Skills: Communication, planning, organizing, monitoring, relationship skills, leadership, multi-tasking, informing, efficiency, prompt, flexible.

Key Roles:

- Prepare and serve all meals for Club members
- Prepare and change menus as needed
- Schedule regular meetings with immediate supervisor to ensure that the food program is running smoothly and that we are following all regulations
- Coordinate with food vendor representative(s) to ensure that we are getting quality products, while keeping cost at a minimum. Contact representative(s) on a weekly or as needed basis
- Ensure that all of the food being ordered has the proper Child Nutrition (CN) label and/or Product Formulation Statement
- Ensure that the kitchen area and cafeteria is cleaned daily, weekly, and monthly

- Takes inventory on all kitchen products (cleaning, food, paper, pans, etc.) and orders these supplies when needed
- Daily – organize food program binder. Sign and date each meal count sheet and look over for accuracy. This must be done daily. Daily Detailed Menu Records must also be completed after each meal daily
- Ensure there is no other staff or Jr. Staff in the kitchen unless it is approved by a supervisor
- Train all staff in food program procedures and requirements prior to each program running (Summer Food and CACFP)
- Train all new hires in food program procedures
- Responsible for training and recruiting another staff if vacation or sick time is taken. This must be done in as much advance as possible.
- Ensure that all food that is prepared and served is cooked safely and is served according to the proper portions and food temperatures.
- In charge of logging temperatures of refrigerator, freezer, and storage on a daily basis.
- Ensure that we are following the daily, weekly, and monthly meal menus.
- Clean out refrigerator and any unused or outdated products weekly
- Delegates another staff person or Jr. Staff to take daily meal counts. These people must be trained
- Do your best to ensure we are eliminating wasting food as much as possible to keep costs down. Make menu changes when appropriate
- Works closely with Unit Directors at other Clubs to ensure they are following menus and have food for their meals
- Works with TF Unit Director to ensure meals are served in an organized manner and during the approved meal serving times
- Carry out any other tasks as assigned by supervisor