



# Food Service Coordinator

## Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE)
<b>Supervised by</b>	TECP Site Supervisor
<b>Location</b>	Springfield
<b>Starting wage range</b>	\$18.04 - \$19.54, depending on qualifications

### Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

We are currently hiring for a Food Service Coordinator at our Springfield site to help support this mission by preparing flavorful and nourishing snacks and meals for Relief Nursery programs including classrooms, family events, meetings and trainings. The Food Service Coordinator must have a commitment to using whole ingredient foods and when practical, using fresh, sustainably produced, locally sourced fruits and vegetables. This position also ensures we are meeting USDA requirements and maintaining kitchen sanitation standards.

*Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.*

### Responsibilities

1. Develop recipes in accordance with USDA guidelines and Relief Nursery priorities.
2. Oversee work of assistants, volunteers and interns who support the kitchen, the garden, and the supplemental food pantry.
3. Work collaboratively with program staff and volunteer coordinator to provide experiential opportunities for children, families and volunteers related to food preparation and gardening.
4. Relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members.
5. Plan and prepare a variety of healthy meals and snacks from diverse cultural traditions for diverse populations, age groups and events that take place during the day and in the evening.
6. Work independently and in an organized manner.
7. Make use of seasonal and bulk purchases as indicated.
8. Maintain accurate records.



# Food Service Coordinator

## Job Description

9. Follow USDA guidelines regarding food quantities and record keeping, including accurate meal counts and daily production records.
10. Develop a monthly menu for classroom breakfasts and lunches that adheres to the USDA guidelines and provides high quality nutrition to the children.
11. Distribute monthly menus to all classroom teachers and Supervisor prior to the start of each month. Post current menu in the kitchen and other designated locations.
12. Place orders for food, and kitchen supplies as well as items such as diapers, diaper wipes, disposable latex gloves, playdough ingredients and/or other requested items.
13. Be aware of children's documented food allergies and make substitutions as needed following USDA guidelines.
14. Clean the kitchen (except for the floors), and operate the dishwasher, keeping all equipment and supplies sanitary and orderly.
15. Attend assigned meetings, trainings, and events.

### Minimum Qualifications

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

*Interested candidates that don't meet the minimum qualifications will still be considered*

1. AA degree or formal culinary training.
2. One year of relevant work experience, or a combination of training and experience that provides the required skills, abilities and knowledge.
3. Demonstrated ability to communicate with professionalism and respect with staff, outside suppliers/vendors and others.
4. Value collaborative work and able to respond well to feedback and direction.
5. Ability to work with little supervision and maintain a high level of performance and meet established deadlines
6. Physical ability to stand for extended periods of time and the ability lift and carry 10 to 20 pounds frequently and up to 40 pounds less regularly.
7. Dependability and flexibility.



# Food Service Coordinator

## Job Description

8. Knowledge in regard to proper food preparation and storage techniques, as well as health and sanitization regulations and requirements.
9. Principles of nutrition and nutritious meal preparation, as well as quantity cooking.
10. Proper and safe operations of kitchen utensils and equipment.
11. Basic computer skills to include email, calendar management, Microsoft Excel and Word.
12. Valid Food Handlers card (or ability to obtain upon hire).
13. Driver's license, insurance coverage, and reliable transportation for picking up orders and running kitchen errands as necessary.
14. Personal cell phone that can be used to communicate with teaching team, families, and other staff as needed

### Preferred Qualifications

1. Bachelor's degree in a related field
2. Bilingual in English and Spanish
3. Two or more years paid kitchen experience in educational or similar environment.
4. Experience implementing a USDA food program.

### Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. The benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical, dental, and vision coverage available at a very low cost
- Flexible Spending Account
- Employee Assistance Program
- 403(b) retirement plan with employer match
- Up to 64 hours of paid sick leave per year
- 5 weeks of paid vacation leave per year (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 paid personal days per year
- Paid Holidays
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer



# Food Service Coordinator

Job Description

**Interested applicants, please email resume and cover letter to:**

Barbara Santiago, Deputy Director of Early Childhood Programs  
[barbarasa@reliefnursery.org](mailto:barbarasa@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**