



JOB DESCRIPTION

FOOD SERVICES COORDINATOR

EARLY EXPLORERS CHILD DEVELOPMENT ACADEMY (EECDA)

The leadership of Family and Workforce Centers of America (FWCA) has a history of serving the St. Louis community.

The **Food Services Coordinator** will maintain a high standard of cleanliness in the kitchen and to be responsible for the preparation and cooking of a well-balanced and nutritious children's menu for breakfast, lunch and afternoon snack in accordance with CACFP and USDA guidelines.

Job Responsibilities:

- Plan & prepare a balanced rotating menu taking into account dietary & cultural requirements of children attending the center.
- Ensure high standards of hygiene & safety are maintained at all times in the kitchen area through daily cleaning and monitoring kitchen equipment.
- Adhere to the food & nutrition guidelines as outlined by Missouri Department of Health and Senior Services.
- Ordering stock in line with requirements, maintaining correct stock levels, ensuring stock rotation and ensuring all stock is clearly labeled to include expiration dates.
- Adhere to a professional code of conduct & appropriate dress.

Job Requirements:

- Experience working in a child care facility ordering stock preferred.
- Knowledge of Missouri Eat Smart Guidelines.
- Knowledge of Child and Adult Care Food Program (CACFP) guidelines.
- Current and valid ServSafe Food Safety Certification.
- Able to pass a criminal and child abuse and neglect background check and drug screening.
- Ability to provide a recent physical, Hepatitis A & TB Test.

Education Requirements: Graduation from a general or technical high school. Graduation from a culinary school preferred. Minimum of 3 years' experience as a cook/chef in a child care and/or school setting.