



Family Promise of Gallatin Valley  
**Head Nutrition Coordinator**

Last Updated: 10/4/23

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<b>CLASSIFICATION:</b>	Exempt
<b>REPORTS TO:</b>	Rising Stars ELC Co-Directors
<b>SALARY:</b>	\$45,000-\$55,000 annually depending on experience

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**What We're Looking For:**

- ❖ Passion for providing healthy and wholesome meals to children and staff in a learning center environment
- ❖ Authentic, engaging, compassionate and flexible
- ❖ General knowledge of menu planning, meal preparation, and ability to maintain a clean and safe food environment

**Job Summary:**

The Family Promise Rising Stars Early Learning Center Head Cook will plan, prepare and provide meals for children and staff within the center.

The Early Learning Center Head Cook will uphold our Vision and Mission statements:

- The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers.
- The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

**Responsibilities and Duties:**

- Prepare breakfast, lunch and afternoon snacks for all classrooms under guidance from Nutrition Coordinator
- Maintain a clean and organized kitchen, including all food storage areas
  - Make sure all thermometers are working properly
  - Ensure all food items are checked for expiration dates
  - Wash and sanitize all dishes
  - Clean the entire kitchen and appliances throughout the day

- Remove trash and recyclables daily
- Organize and put away all groceries, food orders and non-food items
- Operate dishwashing machine, ovens, and other kitchen appliances
- Perform other duties as required in a willing and pleasant manner.
- Build positive relationships and communicate in a respectful manner with families, children, team members, administration, Board of Directors, and the communities in which we serve

**Knowledge/Skills/Abilities:**

***Knowledge***

Required Qualifications:

- At least 18 years of age
- Basic cooking skills
- Have 4 hours of food and nutrition training or will acquire within 30 days of hire
- Must possess the ability to keep accurate reports and records

***Skills***

- Maintain a high standard of professionalism
- Ability to relate to a diverse, and sometimes vulnerable, population
- Great time management
- Working well as a team or independently

***Ability to***

- Work in a dynamic environment with multiple distractions involving children of all ages
- Physical ability to remain on feet for extended periods of time, lift and carry up to 25 pounds
- Demonstrate the ability to collaborate with other facility staff and center families
- Maintain a strict confidentiality policy of records and information of families, staff, and children
- Be committed to helping the facility provide the highest quality care and learning environment
- Be flexible during tasks, understanding that this unique environment will demand change frequently
- Be dedicated to Rising Stars vision and mission
- Work well with students of various needs and abilities