DATE	April 7, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 117 036 987#

Personnel & Affirmative Action Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. **Call to Order**

2. **Roll Call**

Jimmie Childress	Craig Henderson	Michelle Jara-Rangel
Yolanda Ochoa	Fred Plane	

3. **Public Comments**

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. **Regular Business**

a.	Food Bank Program Manager Title Change – ***Action Item (p. 2-6)***	Carmen Segovia, Director of Health & Nutrition
b.	MCAP Program Manager Title Change – ***Action Item (p. 7-11)***	Carmen Segovia, Director of Health & Nutrition
c.	Central Kitchen Revised Job Description and Org Structure – ***Action Item (p. 12-22)***	Carmen Segovia, Director of Health & Nutrition
d.	Update on FFCRA Provision Extension – ***Info Item (Verbal Report)***	Tracy Webster, Chief Financial Officer Lisa McGranahan, Director of HR

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, May 5, 2021
5005 Business Park North
Bakersfield, CA 93309

7. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 2, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: April 7, 2021

Subject: *Agenda Item 4a*: Food Bank Program Manager Title Change – **Action item**

In November 2020, the reorganizational structure of the Food Bank was approved by the Board. We are now updating the job description for the Food Bank Program Manager position and bringing it into alignment with other CAPK positions of similar responsibilities and authority.

The purpose of this request is to change the title from Food Bank Program Manager to Program Administrator which more accurately reflect the duties and responsibilities of the position. The Food Bank Program Manager is responsible for the operation and administration of the program and ensures that the program is fully compliant with all state and federal regulations and contract requirements.

The revised job description has been reviewed, approved, and repointed by Human Resources. The results of the repointing are as follows:

Position	Grade	Min	Mid	Max
Food Bank Manager – current	11	29.09	36.36	43.64
Food Bank Administrator – proposed	12	33.45	41.80	50.17

Funding for the Food Bank Manager (or Administrator) position is from CSBG and Food Bank revenue sources. This position is included in the current budget and will continue to be included in future budgets.

The proposed title change will not have a fiscal impact since the current wage for the Food Bank Manager position is within the grade of the Administrator position.

This title change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the Agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval to change the title from Food Bank Manager to Food Bank Administrator and approval of the revised job description for the Food Bank Administrator.

Attachment:
Food Bank Program Administrator Job Description

Program Administrator – Food Bank

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Director of Health & Nutrition Services, the Food Bank Program Administrator is responsible for the efficient operation of the Food Bank in accordance with federal, state, and local government statutes, regulations, and performance standards. The Program Administrator plans, coordinates, supervises, implements, and evaluates programs and objectives designed to identify the food and nutrition needs of low-income residents and provide services to alleviate those needs. The Food Bank Program Administrator is responsible for coordinating staff, volunteers, programs, and applicable Food Bank services, including the coordination of over one hundred (100) distribution sites throughout Kern County, and the Commodity Supplemental Food Program (CSFP).

SUPERVISION RECEIVED:

Receives supervision from Director of Health and Nutrition.

SUPERVISION EXERCISED:

Operations Supervisor, Administrative Supervisor, Program Supervisor, and Procurement Coordinator.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develop and implement operating and administrative policies and procedures to ensure efficient operation of programs.
- Ensure compliance with federal, state, and local regulations, compliance with the scope of work as defined by funding sources and contracts such as the Feeding America Program.
- Develop objectives and options based on information results from community needs assessments of anti-hunger programs.
- Responsible for the development of plans for the utilization of community and Food Bank resources, including staffing requirements.
- Provides direct supervision to warehouse employees and volunteers in the absence of the Operations Supervisor, Administrative Supervisor, Program Supervisor, Procurement Coordinator, Warehouse Coordinator, and/or CSFP Coordinator.
- Initiate and maintain liaison with public and private agencies that provide supporting services to address hunger in Kern County.
- Responsible for the implementation of internal and external reporting systems and procedures for monitoring program results.
- Responsible for the development, preparation, and monitoring of operation budgets and grant proposals.
- Provide leadership by example and maintain quality work standards.

- Responsible for the coordination and operation of the USDA Commodities, The Emergency Food Assistance Program (TEFAP), Emergency Food & Shelter, the Commodity Supplemental Food Program (CSFP), Feeding America programs, and activities and community donated resources.
- Responsible for the care and maintenance of all Food Bank vehicles and equipment.
- Responsible for maintaining perpetual inventory control of all food items and non-food items through institution of the first-in-first out rotation of inventory and using the inventory software program.
- Responsible for implementing and monitoring contracts with federal, state, and local funding sources.
- Responsible for maintaining a network of distribution partners/sites throughout the county.
- Responsible for the oversight to recruit and coordinate volunteer services which are conducted by the Agency Relations Supervisor.
- Assist the Director of Health and Nutrition Services with program status reports to be presented to the CAPK Board of Directors.
- Responsible for safeguarding and controlling confidential information using care and discretion to protect the organization from substantial loss.
- Assist in obtaining funding provided by federal, state, and local sources and donations for community resources and actively seek alternate funding sources for the Food Bank.
- Responsible for the development and implementation of a strategic plan for the Food Bank.
- Responsible for being the primary media contact for the Food Bank and work closely with CAPK's Outreach/Public Relations Department, including being the primary media representative for the Food Bank on television, radio, social media, etc.
- Responsible for the overall operation of the CSFP program, including inventory, food packaging, distribution, and required reports.
- Responsible for responding to Food Bank and CSFP concerns.
- Responsible for coordinating and managing food drives.
- Responsible for planning and implementing farmers markets throughout Kern County.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Social service and charitable food assistance procedures and networks.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Supervise staff and volunteers.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work with the media, e.g., television, radio, social media.
- Maintain records and meet deadlines.
- Work independently and make clear presentations of ideas and recommendations.
- Work with diverse staff, volunteers, groups, and social service agency representatives.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration, public administration, or a related field.
- Demonstrated experience in administering a social services program may be substituted for the education requirement on a year for year basis.
- Four (4) years' experience in the management of a program.
- Minimum of two (2) years' supervisory experience.
- Experience in budget oversight is required.
- Minimum of 2 years of warehouse inventory experience.
- Food bank experience desirable

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of fingerprints, physical, TB and substance abuse screening upon offer of employment.
- SafeServ certification required.
- Bilingual language fluency (Spanish/English) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator – Food Bank			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: April 7, 2021

Subject: *Agenda Item 4b*: MCAP Program Manager Title Change – **Action item**

While reviewing and updating job descriptions, we found that the job description for the Migrant Childcare Alternative Payment (MCAP) Program Manager needs to be updated and made comparable to other CAPK positions with similar responsibilities and authority. The job description for the MCAP Program Manager position was last updated on 2/15/2016.

The purpose of this request is to change the title from MCAP Program Manager to MCAP Program Administrator which more accurately reflects the duties and responsibilities of the position. The MCAP Program Manager position is responsible for the operation and administration of the programs and ensures that the program is fully compliant with all state and federal regulations and contract requirements.

The revised job description has been reviewed, approved, and repointed Human Resources. The results of the repointing are as follows:

Position	Grade	Min	Mid	Max
MCAP Manager – current	11	29.09	36.36	43.64
MCAP Administrator – proposed	12	33.45	41.80	50.17

Current funding for the MCAP Manager position is from the State of California, Dept. of Education and, effective 7/1/2021 and going forward, from the State of California, Dept. of Social Services. This position is included in the current budget and will continue to be included in future budgets.

The revised job description and proposed title change will not have a fiscal impact since the current wage for the MCAP Manager position is within the grade of the Administrator position.

This title change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval to change the title from MCAP Program Manager to MCAP Administrator and approval of the revised job description for the MCAP Administrator.

Attachment:
MCAP Program Administrator Job Description

Migrant Childcare Alternative Payment (MCAP) Program Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under general direction of the Director of Health & Nutrition, the MCAP Program Administrator is responsible for managing the comprehensive migrant childcare program/s in compliance with all state and federal regulations, contract, or funding requirements and CAPK policies. The MCAP Administrator monitors the overall contract compliance, reporting and budgetary functions for the program. The Administrator is responsible for coordinating with program staff and other CAPK support division in preparation for program audits and self-assessments. The Administrator is the liaison between Community Action Partnership of Kern and the different state, county and local agencies, community stakeholders, community-based organizations, elected or appointed officials, legislative entities, and media representatives. The Administrator also provides leadership and technical expertise for program staff on state regulations, funding source requirements, program guidance, and policies and practices.

SUPERVISION RECEIVED

Director of Health & Nutrition

SUPERVISION EXERCISED:

Family Service Coordinator, Subsidized Reimbursement Coordinator, and Administrative Clerk

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides oversight for the program's overall day to day management
- Responsible for the development of monitoring and evaluation systems to facilitate program performance reviews and compliance with state regulations and program policies and procedures. Is the point person during state audits and reviews.
- Provides training, development, supervision, and evaluation of assigned staff.
- Develops and implements strategies to maximize childcare enrollment in the six entry county areas, including but not limited to, arranging program informational meetings with local entities, attending community meetings, coordinating with local partners in the Central California Valley area, and participating in community outreach events.
- Responsible for developing and managing program budgets for the statewide program.
- Responsible for managing the program projections to ensure earning the full contract.
- Responsible for staying abreast of all regulation changes and program contract requirements.
- Responsible for developing, updating, and implementing all program policies and procedures in accordance with state and federal regulations.
- Collaborates with program coordinators to plan and implement on-going trainings for professional development and implements cross-training, as part of the program's succession plan.

- Engages in program advocacy activities, making recommendations to policy makers and state contract representatives.
- Provides technical assistance and consultation services to program staff, providers, and local entities for effective implementation of the MCAPP.
- Assists with duties, as needed, to ensure appropriate, effective, efficient, and equitable services are provided to the migrant community and completes activities associated with the program.
- Facilitates the resolution of problems or concerns involving local partners, childcare providers, and collaborators.
- Responsible for ensuring access to services in the six entry counties, including securing office space, transportation, and equipment.
- Provides timely response to concerns and issues for the six entry county satellite offices and reports directly to the Director of Health & Nutrition.
- Responsible for effective recruitment, selection, and hiring process of qualified program personnel.
- Assists the program team in planning, organizing, and conducting orientation sessions, workshops, training, and related activities for program staff, including identifying training facilities, recruitment areas, labor camps, packing sheds, agriculture related industries, and high migrant impact communities.
- Responsible for preparing the MCAP portion of the annual continued funding grant application in collaboration with other grant writers.
- The Administrator is the Hearing Officer for the family appeals process.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of socially and economically challenged families.

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.

- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, providers, and parents.
- Analyze statistical reports and legislation and interpret for policy design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in sociology, business, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization and public relations, or related experience.
- Minimum four (4) years' experience working in a childcare Alternative Payment (AP) program
- Minimum five (5) years' supervisory experience
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a fingerprint, physical, TB, and substance abuse screening upon offer of employment.
- Fully fluent in English and Spanish **Required** (Must be able to read, write, and speak both).

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x

Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: April 7, 2021

Subject: *Agenda Item 4c*: Central Kitchen Revised Job Description and Org. Structure – **Action item**

The Central Kitchen has experienced some operational changes this past year due to COVID-19 and its impact on centers and meal delivery services. The number of children receiving meals decreased however, the Central Kitchen prepared boxed meals for children receiving virtual services. The Central Kitchen is also assisting the M Street Navigation Center with their lunch meal service. These changes have prompted us to review the organizational structure of the Central Kitchen and the job description of the Food Service Manager.

The purpose of this request is to seek approval for the reorganization of the Central Kitchen which will include the addition of a Food Service Administrator position and an update of the Food Service Program Manager position. The Food Service Administrator position will be responsible for the overall administration and operation of the central kitchen. The Food Service Program Manager will be responsible for the daily operation of the Central Kitchen. Job descriptions for these two positions have been reviewed, approved, and pointed by Human Resources.

The results of the pointing are as follows:

Position	Grade	Min	Mid	Max
Food Service Manager – Current	10	25.30	31.61	37.94
Food Service Manager – Revised	11	29.09	36.36	43.64
Food Service Administrator - Proposed	12	33.45	41.80	50.17

Funding for the operation and staffing of the Central Kitchen is from the USDA, State of California, Dept. of Education, and the US Dept. of Health & Human Services.

The proposed reorganization of the central kitchen will have a fiscal impact since the Food Service Administrator is a new position which has not been previously included in the budget. The update to the Food Service Manager job description will not have a fiscal impact since that position is already included in the budget. The projected fiscal impact is $89,753 annually for wages and benefits.

This title change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval of the reorganization of the central kitchen, the update to the Food Service Manager job description and the job description for the new Food Service Administrator position.

Attachments:
Food Service Program Administrator Job Description
Food Service Program Manager Job Description
Food Service Program Org Chart - Draft

Food Service Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Director of Health and Nutrition, the Central Kitchen Administrator is responsible in overseeing the operation and administration of the central kitchen. The Central Kitchen Administrator will monitor overall compliance, including facilitating audits and assure all reporting is completed with quality and in a timely manner. The Central Kitchen Administrator will ensure that the program is fully compliant and program quality is met according to the state and federal laws, and CAPK policies.

SUPERVISION RECEIVED:
Director of Health and Nutrition

SUPERVISION EXERCISED:

Central Kitchen Manager

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Responsible for the overall operation and administration of the central kitchen.
- Responsible for designing, planning, coordinating, and maintaining a management system to monitor and ensure full compliance of program requirements.
- Responsible for shared communications with the Director of Health and Nutrition and Program Design and Management Administrator.
- Responsible for working with the EHS/HS management team to develop the operating budget for the Central Kitchen.
- Responsible to meet with vendors to explore new menu options, i.e. purchase local produce, bakery items, etc.
- Responsible for providing support to the centers for commercial equipment and services.
- Approves specifications for food, food service, and janitorial supplies and equipment for the central kitchen.
- Reports areas for which improvement plans are needed to make corrections for ongoing compliance of health and safety to the director.
- Responsible for the development and support for mandated training to ensure compliance of federal and state requirements.
- Oversees program manager to ensure that daily services and operations comply with all regulations.
- Assists Procurement staff with the procurement process pertaining to food, food service, and janitorial supplies.
- Assists the director in formulating and administering agency policies and developing short range and long ranges goals and objectives.

- Works with director to plan and implement ongoing training as required.
- Supports the development of program budgets, analyzes and reviews budgetary and financial data, controls and authorizes expenditures in accordance with limitations.
- Works with CAPK's Community Development Division to explore the possibility of using the central kitchen during its down time.
- Attends Menu Committee and Health Advisory Committee meetings in partnership with parents, staff, and members of the community.
- Responsible for the development of long- and short-term plans and activities involving the central kitchen, including training for Head Start parents and entrepreneurial training.
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, and resolve issues and conflicts.
- Responsible for all reporting requirements pertaining to the Central Kitchen.
- In the absence of the Program Manager, assumes the responsibilities of that position.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers.
- Knowledge of food safety and handling techniques
- Principles and practices of administration, budgeting, fiscal oversight, and project management.
- Federal, state, and local programs, laws and regulations pertaining to the operation of the program.

Ability to:

- Ability to deal with conceptual matters.
- Ability to communicate effectively.
- Good interpersonal skills.
- Effectively present program to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Bilingual language fluency (Spanish/English) desirable
- Attends meetings, trainings, and conferences as assigned including evenings and weekends.
- Maintains safe and functional work environment.
- Is proactive in the program effort to recruit families that qualify for Partnership programs.
- Work independently while managing competing demands.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departments policies and procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration, food service or four (4) years relate field. Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

- Five (5) years' food service management experience in any of the following areas: nutrition science, food science, community nutrition, clinical nutrition, or quantity food service.
- Five (5) years' supervisory experience.
- Experience in budget oversight is required.
- Experience implementing a nutritional program for children 0-5 years.
- Health, sanitation, safety regulations and standards as they relate to food and nutrition.
- Culinary Degree, desirable.
- Current Serv-Safe certification required.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Completion of TB screening upon hire and every three years there after
- Work alternative hours as required, including nights and weekends.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounter in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Food Service Administrator			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing		X	
Bending (neck)		X	
Bending (waist)		X	
Squatting		X	
Climbing	X		
Kneeling	X		
Crawling	X		
Twisting (neck)		X	
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	

Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing &Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100 lbs+	X					

Food Service Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Food Service Administrator, the Central Kitchen Manager is responsible for the daily operation of the central kitchen and the delivery of food and non-food service supplies to centers, ensuring that all state, federal, and local regulations are followed. The Central Kitchen Manger works with the Head Start Nutrition team to ensure compliance with the special dietary needs of children.

SUPERVISION RECEIVED:
Food Service Administrator

SUPERVISION EXERCISED:
Food production Supervisor, Food Service Supervisor and Clerical Staff

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Responsible for the daily operation of the central kitchen.
- Assist in the designing, planning, coordinating, implementing, and supervising staff pertaining to the food service operation, which includes the Center and Home Base options for the Head Start/Early Head Start Program.
- Responsible for the supervision, evaluation, and technical assistance to central kitchen staff.
- Responsible for creating menus and getting the appropriate approval for the menus pertaining to Head Start, Early Head Start, and Home Base programs, ensuring that the CACFP meal pattern and Head Start guidelines are followed.
- Responsible for ensuring that product specification sheets are on hand for all menu items.
- Responsible for ensuring compliance with the Head Start Performance Standards in relation to food service, meals, and menus for ages 0 – 4 years and works closely with
- Assist with the development, implementation, revision, and monitoring of the food services procedure manual.
- Responsible for tracking weekly and monthly expenses, e.g. invoice, receipts.
- Responsible for ensuring implementation and compliance with CAPK's accounting procedures.
- Responsible in generating Blanket Purchase Orders for food, food service, and janitorial supplies.
- Approve center requisition for food, food service, janitorial supplies, and equipment.
- Responsible for maintaining an adequate inventory of supplies on a cost-effective basis.
- Responsible for the food safety and sanitation of the central kitchen to ensure compliance with all state, federal, and local regulations, e.g., Kern County Environmental Health, OSHA, and Kern County Fire Department.
- Responsible for ensuring training of central kitchen staff, site personnel, monitoring, and

compliance with all state, federal, and local regulations.
- Assist with the development of long- and short-term plans and activities involving the central kitchen, including training for Head Start parents and entrepreneurial training.
- Responsible for maintaining service records for the Central Kitchen equipment, e.g., preventive maintenance, and general repairs.
- In absence of the administrator assumes responsibility for the operation and administration of the Central Kitchen.
- In the absence of the Food Production Supervisor and/or Food Service Supervisor, assumes the responsibilities of the position(s).

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK's programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations pertaining to food service.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Knowledge of safe food preparation and handling techniques.
- Nutritional requirements as established by the Academy of Nutrition and Dietetics.

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in food service management or nutrition science or related field.
- Culinary Degree desirable.
- Five (5) years of experience with large quantity food preparation.
- Five (5) years of supervisor experience in any of the following areas: community nutrition, clinical nutrition, or quantity food service.
- Experience working with special diets.

- Experience implementing a nutritional program for children 0-5 years.
- Health, sanitation, safety regulations and standards as they relate to food and nutrition.
- Current Serv-Safe certification required.

OTHER REQUIREMENTS:

- Work alternative hours as required including nights and weekends.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance at time of employment and every three (3) years thereafter.
- Bilingual language fluency (Spanish/English) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

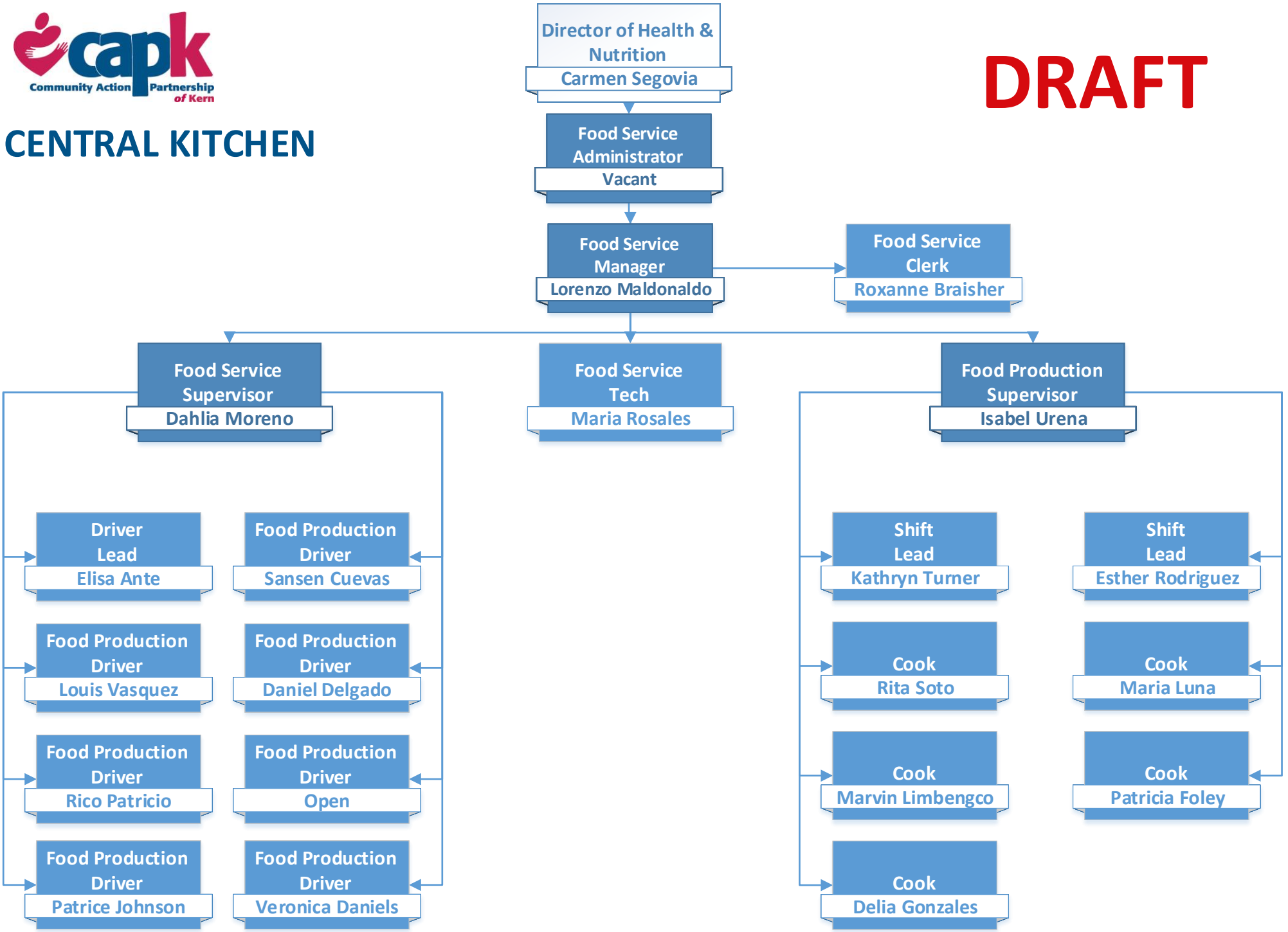
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Food Service Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs.			x			x
11-25 lbs.		x			x	
26-50 lbs.		x			x	
51-75 lbs.	x			x		
76-100 lbs.	x			x		
100+ lbs.	x			x		

CENTRAL KITCHEN

DRAFT



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