



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

Position: Moving Ahead Program Kitchen Manager - PT

Reports To: Program Coordinator, Director of Resident Services

Salary: \$16.97 per hour

Position Range: A

Summary of Position: Responsible for helping coordinate all components of the kitchen at Moving Ahead Program.

Tentative Schedule: Monday-Friday, 12:30 to 6:00 p.m.

The schedule will be different during the month of July, when the Summer Program is in session. The schedule for July will be 8:00 a.m. to 5:00 p.m.

Job Description: The Kitchen Manager is responsible for overall food preparation for the school's enrolled children. May be responsible for the oversight of a group of children and be responsible for their health and safety. Must be adaptable to menu changes and be able to meet meal and snack schedules. Ensures safe food preparations and proper sanitation methods are used and maintains a safe kitchen/pantry area. Must be familiar with SFSP and CFCAP food programs. Must be able to cook and serve a large capacity of children.

Job Responsibilities:

- Create home-style, nutritional meal plans in the boundaries of their school's menu and budget, as well as state and federal requirements.
- Prepare meals/snacks for children or oversee cook preparation of meals.
- Provide the daily menu provided which incorporates, USDA, licensing and/or health department regulations.
- Maintain inventory of food and supplies and order more when needed within budget guidelines.
- Assist in classrooms as needed as an Assistant Teacher/Floater.
- Work experience in cooking and/or food preparation for multiple individuals, preferably in a childcare facility.
- An understanding of all current state and local regulations.
- Flexibility as to the hours and schedule of work.
- A High School diploma or equivalent.
- Must be at least 18 years of age.

Requirements:

- Maintain/Obtain a Food Handlers certification within 7 days of hire
- CPR certification
- Must be able to obtain and/or maintain a bank account for direct deposit purposes
- Pre-employment Physical Exam and TB Test
- Must pass a background check including Missouri Family Care Safety Registry Check and fingerprint based background check
- Must pass a pre-employment drug screening (excluding marijuana)

Employee Signature

Date