



TITLE: Nutrition and Gardening Program Manager

DEPARTMENT: Kitchen & Programs

REPORTS TO: Grant & Program Director

FLSA STATUS: Exempt X Non-Exempt

JOB SUMMARY

The Nutrition & Gardening Manager is responsible for the daily meal planning and preparation for the Fort Smith Boys & Girls Club's daily members, which ranges between 400 and 600 children. Under the guidance of the Grant & Program Director, the Nutrition and Gardening Manager will adhere to all state standards regarding the SFSP and CACFP child nutrition grants' health, safety, and operations standards including nutrition, portion, and cleanliness, as well as all daily data tracking and reporting. This position will adhere to the FSBGC's quality standards in addition to state standards, in providing whole foods in recipes. Additionally, the Nutrition & Gardening Manager will oversee the Fort Smith Boys & Girls Club's garden and manage program related activities including but not limited to family cooking classes, school gardens, and family gardens. The Nutrition & Gardening Manager will ensure coordination between the garden output and programmatic developments. This position will be responsible for supervising two Kitchen Aides and the gardening staff. This position will work together with the Grant & Program Director, Operations Director, Program Manager, and the Senior Management Team to ensure the program is meeting the needs of the community and working in collaboration with community stakeholders.

MAIN RESPONSIBILITIES

The Nutrition & Gardening Manager is responsible for ensuring prudent and efficient daily meal management, kitchen management, and program developments regarding gardening and nutrition. The scope of work will include but will not be limited to the following:

- Works cooperatively and productively with supervisors to ensure the vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame. Cooperates with supervisor and unit staff in delivering and documenting meal disbursement. Coordinate with gardening staff to ensure growing alignment with program growth. Maintain positive communication and relations with community stakeholder partners.
- Supervises and assists in preparation and service of food according to the written menu of the day. Posts menus at least one week in advance; adjusts menus to accommodate commodity arrivals and/or vendor shortages as approved by supervisor. Maintains a file of standard recipes and instructs CNP personnel in the use of recipes. Ensures centralized menus are followed to comply with the USDA Meal Pattern Plan.
- Supervises and assists in the storage and care of food. Monitors the cooler and freezer units including during holidays and weekends. Purchases food and supplies in consultation with the supervisor and adheres to budget limitations. Checks orders and invoices for quality, quantity, accuracy of weight and price upon delivery. Oversees the locking of the storeroom and secures the kitchen and work areas before leaving.
- Performs duties in a courteous and professional manner. Outlines specific duties and work schedules for CNP and gardening personnel in accordance with FSBGC policies and procedures. Instructs and supervises



employees during work hours including instruction and supervision of the safe and correct use and maintenance of equipment.

- Assists CNP staff in interpreting the goals and objectives of the food service program to students, staff, and community stakeholders. Participates in and promotes in-service training for CNP personnel. Attends training sessions to improve skills and programs. Engages in professional growth and demonstrated professional ethics and effective leadership.
- Maintains adequate and accurate records and controls including SFSP and CACFP daily reporting, food inventories, operational, and purchasing of food, supplies and equipment.
- Cooperates with health officials in supporting all local and state public health laws and codes.
- Makes sure that all sanitation procedures are followed as it relates to prep and storage of food.
- Observes tray assembly to ensure that foods are properly portioned to meet requirements and that food is attractively arranged on trays.
- Maintains professional appearance and dress appropriately (uniform, hair net/hats, closed-toe shoes with non-skid sole, etc.) Models and encourages CNP employees to observe high standards of grooming, safety, and effective work habits.
- Posts instructions for use of equipment and schedules for the maintenance of CNP equipment. Properly uses and cares for tools, equipment, and material resources of the FSBGC and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
- Develops and maintains a welcoming and positive climate in the cafeteria that inspires students and faculty to participate in the child nutrition program. Maintains and enforces standards of cleanliness in the kitchen. Assists and encourages staff in developing CNP skills. Uses effective collaboration skills to work as an effective team member.
- Uses computer software/technology for CNP operations as assigned. Maintains and submits reports, records, and correspondence with supervisor daily.
- Maintains appropriate confidentiality regarding school/workplace matters. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
- Solicits feedback from students regarding items on the menu. Reports absences and takes leave in accordance with FSBGC policies and procedures.
- Performs other job-related duties as assigned by supervisor and/or CNP Services Supervisor.

i) Qualifications

- High school diploma or equivalent.
- Work experience in Child Nutrition Program preferred.
- Maintain Arkansas Department of Health Certification. Ability to possess and maintain food safety certification. Be Serve-Safe Certified.
- Ability to plan meals on a monthly basis and prepare between 400-600 daily meals for children.
- Ability to work collaboratively with subordinates, supervisors, and cross-functionally with unit directors and other staff as needed.
- Excellent oral and written communication and interpersonal skills.
- Knowledge of Child Nutrition Program guidelines and regulations; SFSP and CACFP.
- Knowledge of nutrition sciences.



- Knowledge and ability to oversee the FSBGC Garden including but not limited to vegetables grown, maintenance, and communication with community stakeholders. Must develop an understanding of the program and adjust to short-term and long-term goals.
- Work under the direction of the Grant & Program Director and the Director of Operations, and cross-functionally with the FSBGC Program Manager in implementing broad programmatic operations for the Nutrition & Gardening Program.
- Ability to use technology as required to perform job responsibilities including daily data tracking and reporting.
- Ability to effectively lead, manage, motivate, supervise, develop, and evaluate assigned kitchen and gardening personnel according to FSBGC procedures.
- Ability to demonstrate leadership, organization, collaboration, and planning skills to accomplish FSBGC goals and job requirements.
- Strength, stamina, agility, dexterity, and acuity to perform job responsibilities safely and effectively.
- Ability to engage in prolonged standing, stooping, kneeling, bending, turning, reaching, and repetitive lifting up to 30 pounds.
- Ability and willingness to work after hours, weekends, or holidays when necessary.
- Good general health. Maintain professional dress and hygiene, suitable for food service work and in compliance with Arkansas Department of Health Safety Standards.
- Ability to be punctual and regular in attendance, reports all absences according to and in compliance with FSBGC Policies.

ii) Job Goals

To provide direction, planning, monitoring, and oversight of FSBGC's Child Nutrition Program (CNP), which includes the gardening portion of the program (together titled Nutrition & Gardening Program). To supervise and direct CNP and gardening personnel to ensure quality and safety of food and program services that enhance the 400-600 daily meals and affiliated operations of gardening, cooking, and family. To provide healthy, nutritious, tasty, and appealing meals and food preparation services for FSBGC Members.

iii) Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is regularly required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception, and ability to adjust focus. The employee may occasionally climb a stepstool or ladder and reach above shoulders. Must be drug, tobacco, and alcohol free while working.

iv) Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is subject to heat due to preparing and serving food from a hot stove or oven and placing in a heated serving line. The employee is subject to extremely cold conditions in placing items in or taking out items from the freezer. The employee is subject to noise in a unit coming from kids, adult staff, and other workers as they work. The employee is subject to various atmospheric



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conditions such as fumes, odors, mists, gases, and flowing air from fans and/or ventilation systems. Demands of workload may be stressful with frequent peak rush periods and timeline requirements that must be met.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of the Fort Smith Boys & Girls Club to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.