

## THE CHILDREN'S HOME

**Position:** Coordinator of Home Economics

**Responsible To:** Director Human Resources

**Position Purpose:** Develop and direct nutritional programming for families and youth, as well as house care, for the residential services, Kingswood school, and Child Care Center at The Children's Home.

**Status:** Exempt – Professional Category

### QUALIFICATIONS:

1. Bachelor degree from an accredited college or university in Home Economics or Nutrition. (RD preferred)
2. Minimum one year experience in a supervisory capacity.
3. Thorough knowledge of school cafeteria management/operation, and NCDPI & USDA meal reimbursements
4. Thorough knowledge of the methods, materials and equipment used in large-scale cooking and food service activities
5. Knowledge of and experience in planning, implementing and monitoring program budget.
6. Ability to work adaptively in an interdisciplinary setting.
7. Considerable knowledge of accepted principles of dietetics and nutrition, special diets and food allergies
8. Ability to relate to children, families and colleagues in a manner that promotes agency goals.
9. Has a valid North Carolina driver's license.
10. Physical adeptness to perform all job duties.
11. Proficient in a variety of word processing and database programs.
12. Agrees with and adheres to the General Principles and Qualifications, Section #401, in the Personnel Policies of The Children's Home.

### Job Responsibilities:

#### TECHNICAL KNOWLEDGE

1. Provide and direct the provision of nutritional and house care services for children and families served by The Children's Home, to include residential program areas, Kingswood School and Child Care Center operations.
2. Ensure, through direct involvement with all program teams, that these services are effectively integrated with other services offered by the agency, while maintaining consistency with overall practice.
3. While addressing the individualized needs of the children being served, ensure the agency is meeting state and federal guidelines for nutritional planning.
4. Coordinate and/or provide training opportunities for staff; providing information and instruction on menu planning, meal preparation, nutritional counseling and house care.
5. Supervise menu planning and food requisitions, following nutritional guidelines for quantity and balance of food.
6. Keep current on state and federal policies regarding sanitation in institutional care.
7. Assess the household and office furnishing needs of all cottages, implementing a plan for replacing, refurbishing and re-decorating, when necessary and appropriate. Additionally, serve as a resource for such needs for furnishings of other buildings.
8. Coordinate the scheduling, preparation and set-up for all large service meals and campus-wide events.
9. In collaboration with the donations task force, receive and distribute material donations such as clothing, toys, food, etc.

10. Prepare an annual home economics budget for this service area, and monitor expenditures during each fiscal year.
11. Keep appropriate federal, state and agency records current.

### **SUPERVISION**

12. Implement a plan of supervision and evaluation for the Campus Cook and the Warehouse and Food Distribution Manager.
13. Direct the interviewing, hiring, orientation and scheduling procedures of all home economics staff in this area, maintaining coverage for all positions at all times.

### **DOCUMENTATION**

14. Appropriately document all supervisory meetings, including minutes, corrective action, disciplinary action, performance appraisals, etc.
15. Ensure personnel file compliance by submitting all personnel file documentation to Human Resources in a timely manner.

### **COMMUNICATION SKILLS**

16. Function as a cooperative member of the Facilities Use Committee and other committees as needed.
17. Communicate to staff and the community at large, agency philosophy, policies, and procedures.

### **CULTURAL AWARENESS**

18. Ensure the provision of culturally sensitive services.

### **QUALITY IMPROVEMENT**

19. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
20. Observe and evaluate kitchen operations during mealtime for quality, standards, atmosphere, and general meal preparation.
21. Coordinate the inspection and audit of all household and food service areas, ensuring they adhere to health standard and licensing regulations.
22. Ensure compliance with all applicable standards of practice.
23. Actively promote the mission, values and purpose of The Children's Home.

### **PHYSICAL DEMANDS Medium**

Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds.  
Frequent walking, standing, and sitting  
Frequent reaching and/or grasping using hands and/or arms.  
Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects.  
Visual ability including distance, peripheral and depth perception.  
Ability to drive  
Regularly required to talk and hear.  
Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents.  
Accompany residents on field trips requiring the physical stamina to walk a least a mile.  
Able to climb stairs repeatedly.  
Job requires physical stamina; agility required to manage young, active clients.  
Must be able to perform restraints

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Authorized by:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date