



## COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

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### **4Cs Now Hiring: Nutrition Manager / Cook (Part-time)**

4Cs is currently hiring a part-time Nutrition Manager/Cook at our Preschool in Cloverdale. The Nutrition Manager/Cook works with the Site Supervisor to plan, purchase supplies, prepare nutritious snacks and meals for enrolled children, maintain safe and sanitary environmental kitchen conditions, and complete all required CACFP paperwork and documentation in a timely manner. The Nutrition Manager is supervised by the Site Supervisor, or in the absence of the Site Supervisor, by the Lead Teacher.

#### **Primary Duties and Responsibilities:**

- Follow weekly menus using provided ECES/CACFP monthly cycled menus
- Plan and purchase necessary supplies
- Inventory supplies and submit bulk orders as needed
- Prepare, serve, and clean up daily meals following the center's daily schedule
- Work with the children in daily program activities
- Maintain required records and implement appropriate procedures for CACFP and ECES compliance
- Maintain safe, clean, and sanitary conditions of kitchen and storage areas, including cleaning stove, oven, refrigerator, microwave, counter tops, and all other surfaces
- Assist with other program tasks as needed

#### **Skills and Qualifications:**

- Knowledge of nutrition and food preparation
- Current Food Handlers Safety Certification
- Ability to accurately calculate figures and numbers
- Possession of basic computer skills and experience using Excel for menu production and recordkeeping
- Ability to work with children, families, and staff from various social, cultural, economic, and educational backgrounds
- Effective verbal and written communication skills in English required; Spanish desired
- Experience with California Department of Education preschool funded programs preferred
- Health clearance by physician, with the ability to fulfill physical requirements of the job: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing, and sitting
- Criminal record clearance (Livescan)
- Proof of current immunizations (Measles, Pertussis, Influenza); T.B. clearance within one year
- Must meet all relevant funding and licensing requirements (CA CCL, Title 22, Title 5)
- Local travel required; must have an insured automobile and a valid California Driver's License

**Schedule: 9am-1pm**  
**Rate of pay: \$15 per hour**

**To apply, please submit a cover letter and resume to 4Cs HR Department at**  
**[employment@sonoma4cs.org](mailto:employment@sonoma4cs.org)**