

INCA Community Services, Inc.

Job Description



Title:	Nutrition Services Coordinator	Reports to:	Head Start Director
Program:	Head Start/Early Head Start	Status:	Exempt/Full Time - Full Benefits
Approved:	September 2026	Wage:	(see salary scale)

Benefits:

Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Workers' Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

The Nutrition Services Coordinator is responsible for overseeing the agency's Child and Adult Care Food Program (CACFP) operations and coordinating food services for the Head Start and Early Head Start programs. This position manages KidKare data entry and reporting, maintains required program documentation, coordinates food purchasing and inventory, and works closely with cooks and program staff to ensure meals meet CACFP requirements. The Coordinator will monitor menus, meal counts, food production records, invoices, and supporting documentation to ensure accuracy, compliance, and fiscal accountability. This position serves as the primary point of contact for nutrition services operations and helps ensure children receive safe, nutritious, and properly documented meals.

This position has recurring access to a vulnerable population.

Essential Functions: The following is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

CACFP and KidKare Administration

- Oversee the daily administration of CACFP activities for assigned program locations.
- Enter and maintain accurate participant, attendance, meal-count, menu, and food-service information in KidKare.
- Review information submitted by program locations for accuracy, completeness, and timeliness.
- Prepare and submit CACFP claims and required reports by established deadlines.
- Maintain organized electronic and paper records supporting meal reimbursement claims.
- Monitor CACFP reimbursement information and assist with resolving errors, discrepancies, or disallowed costs.
- Stay informed of changes to CACFP regulations, policies, meal patterns, and documentation requirements.
- Assist with CACFP reviews, monitoring visits, audits, and corrective-action plans.
- Protect confidential participant and agency information.

Menu Planning and Nutrition Compliance

- Coordinate the development and implementation of menus that comply with CACFP meal-pattern requirements.
- Review menus, substitutions, serving sizes, and food-production records for compliance.
- Coordinate meal accommodations for children with documented food allergies, disabilities, or special dietary needs.
- Work with appropriate staff to ensure food substitutions are properly documented and safely provided.
- Ensure current menus and required meal-service information are communicated to cooks and program locations.
- Assist with identifying nutritious, practical, and cost-effective menu options.

Food Purchasing and Inventory

- Coordinate food, kitchen supplies, and related program ordering.
- Develop and maintain regular ordering schedules.

- Review food quantities, enrollment, attendance, menus, and existing inventory before placing orders.
- Compare products and pricing to support cost-effective purchasing.
- Verify deliveries and help resolve shortages, substitutions, damaged items, and billing discrepancies.
- Maintain purchase orders, receipts, invoices, delivery records, and other required purchasing documentation.
- Monitor food and supply inventory to reduce shortages, waste, and unnecessary purchases.
- Coordinate emergency or supplemental purchases when necessary.
- Ensure purchases are allowable, properly approved, and appropriately allocated to the correct program or funding source.

Coordination with Cooks and Program Staff

- Provide day-to-day guidance and support to cooks regarding menus, portions, food preparation, substitutions, ordering, documentation, and CACFP requirements.
- Communicate ordering deadlines, menu changes, delivery schedules, and program expectations.
- Review records completed by cooks and follow up when corrections or additional documentation are needed.
- Coordinate with classroom staff, site staff, and program management to ensure accurate meal counts and food-service records.
- Assist with training cooks and relevant staff on CACFP requirements, food documentation, allergy precautions, and agency policies.
- Promote consistency in food-service practices across program locations.
- Notify management of recurring compliance concerns, supply issues, staffing concerns, or operational problems.
- Plans and implements pre-service and in-service training in Nutrition Documentation and requirements with kitchen and classroom staff.

Monitoring and Quality Assurance

- Conduct periodic reviews of food-service records, kitchens, storage areas, inventories, and meal-service practices.
- Monitor compliance with food safety, sanitation, storage, labeling, and temperature control requirements.
- Verify that required licenses, certifications, inspections, and food-handler documentation remain current.
- Identify documentation or compliance concerns and provide timely technical assistance.
- Develop or assist with corrective-action plans when deficiencies are identified.
- Track trends related to food costs, meal participation, waste, ordering, and program compliance.
- Recommend procedural improvements that strengthen efficiency, accuracy, and accountability.

General Duties:

- Attend work punctually and regularly to provide consistency of service;
- Must have a flexible schedule to work evenings and parent meetings as needed;
- Attend upon request all staff and other appropriate meetings, training, and conferences, some of which may require out-of-town travel and evening/overnight attendance;
- Follow Agency personnel policies as established by the Board;
- At all times, maintain a professional attitude and respect for parents, children, and staff.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to community members.

Supervisory Relationships:

Works under the direct supervision of the Head Start/Early Head Start Director. Accountable to the Executive Director, Board of Directors, and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements listed below represent the education, certification, licensing, experience, knowledge, skills, and/or abilities required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization processes for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret, and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and websites.
- Deal tactfully and courteously with the public, parents, and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- High school diploma or equivalent required.

Experience:

- Experience with data entry, recordkeeping, food service, purchasing, nutrition programs, or administrative coordination is preferred.
- Experience with CACFP, Head Start, Early Head Start, KidKare, or another federally funded nutrition program is strongly preferred.
- Working knowledge of basic computer applications, email, spreadsheets, and electronic recordkeeping.
- Ability to obtain required food-safety or food-handler certification within 90 days of employment.

General:

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical
 - Pre-employment drug testing
 - Criminal Background check, including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua's List)
 - FBI fingerprint-based criminal history as required by the ODHS

Physical Requirements:

The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job with reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, and move, lift, and/or carry up to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms, grasping.
- Work in a busy, noisy, and sometimes stressful environment.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:

Date: