

Indiana United Methodist Children's Home – Food and Nutrition Coordinator

Are you looking for a passionate, purposeful, rewarding job?

Indiana United Methodist Children's Home is a place where youth are safe and cared for; where youth are given the opportunity to become healthy and self-sufficient adults; where families are reunited; and where every person is treated with love and respect.

We are seeking Part-time Food and Nutrition Coordinator to join our team in enriching the quality of life for children and families.

Some of the responsibilities of a Part-time Food and Nutrition Coordinator will include:

- Attend required training provided by IDOE or USDA.
- Create compliant menus based on IDOE standards.
- Create food production records.
- Create shopping list based on the months menus.
- Verify meal served records are completed.
- Provide ongoing training to staff regarding USDA requirements.
- Meet critical deadlines.

Our ideal candidate must have:

- Good organizational skills.
- Possess a high level of ethical conduct.
- Strong verbal and written communication skills.
- Thoroughness, accuracy, and accountability for results.
- Excellent interpersonal skills and follow-up skills.
- Knowledge of office equipment operation along with proficiency in using online applications, Microsoft Office Suite.
- Ability to meet critical deadlines.

Other information to know:

- Candidate must be 21 years of age
- Have a minimum of a high school diploma
- Have a valid driver's license
- Be able to pass extensive background checks
- Be able to pass a physical and drug screen

Indiana United Methodist Children's Home, Inc. is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law, unless such basis constitutes a bonafide occupational qualification.

Job Type: Part-time

Salary: \$15.00 /hour