

PROFESSIONAL OPPORTUNITY

Vice President of Nutrition Services

Position Summary

The Vice President of Nutrition Services oversees all aspects of Heritage Community Initiatives' rapidly growing nutrition division. This full-time position, reporting to the President & CEO and part of the senior management team, is responsible for the overall continued success and growth of the program including procuring new business, fiscal oversight, meal planning, compliance and supervision of the Nutrition team.

Responsibilities

- Oversee the overall management of Heritage Nutrition Services
- Create and manage the department's budget and find innovative ways to reduce costs and generate revenue
- Ensure program compliance with all state and federal regulations, including Department of Agriculture, Pennsylvania Department of Education, CACFP, and SFSP
- Grow Heritage Nutrition Services through external contracts and an emphasis on sales
- Responsible for menu planning, food purchasing and inventory of all supplies and equipment for the preparation of up to 1,100 meals per day
- Submit all menus and compliance documentation to outside contracting partners in a timely manner
- Must be knowledgeable of nutritional values of various foods and assure that the meals served provide the balance that is required by regulation
- Responsible for maintaining the organization's current level of 65% scratch/fresh foods utilized
- Maintain and submit up-to-date billing and reimbursement records including claim processing and managing database systems
- Carry out CACFP meal monitoring process, including corrective actions
- Processes new agreements and communicates with state office when necessary
- Coordinates training sessions to ensure all providers are trained
- Complete all necessary paperwork correctly and on time
- Establish positive relationships with teaching staff, children and families
- Work cooperatively and effectively as a team member
- Follow all policies set forth by Heritage Community Initiatives and partners
- Maintain strict confidentiality regarding child/family information and records
- Complete all necessary trainings for the position
- Work in the kitchen doing food preparation and transport meals to various locations with company vehicle when necessary
- Other duties as assigned



Qualifications and Skills

- A minimum of five years of experience in quantity food preparation, order design, purveyor management, menu planning, and nutrition oversight and compliance
- Bachelor's degree preferred
- ServSafe certification preferred or must complete training within first 30 days
- 3-5 year of supervisory experience
- Must be able to lift 30+ pounds
- Must have a valid Pennsylvania Driver's License and access to a vehicle
- Self-starter

Note: Heritage provides a robust benefits package, which includes:

- UPMC Health Plan coverage
- Flexible Spending Account
- 401(k) plan with match
- Short-term, long-term disability, and life insurance
- Paid time off and paid holidays
- Child Education Benefit at Heritage Community Initiatives' Education programs

For over forty years, Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Heritage Nutrition Services prepares over 200,000 meals each year and provides solutions in meal planning, ordering, preparation, and delivery while creating healthy options for youth and senior populations. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through our nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service provides more than 7,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.