

# Food Services Coordinator

CEO-Commission On Economic Opportunity

Troy, NY 12180

Other

Full-time

Onsite

\$22.00 - \$24.00 an hour

Posted on August 15, 2025

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## Organization Statement

CEO is a Community Action Agency that's committed to making a positive impact by supporting our customers, colleagues and community. We're looking for individuals to join our agency that support and believe in our Values of: Helping Others, Respect, Accountability, Innovation & Teamwork. CEO's many programs offer a broad range of services to meet the needs of our community.

## Job Description

- Assume responsibility for the overall planning, administration and implementation of the Nutrition content area to include planning/preparing meals of assigned sites.
- Monitoring and adhering with all regulatory agencies; Head Start Performance Standards, NYS OCFS and Health Department regulations and the Child and Adult Food Care Program (CAFCP) requirements at all CEO Sites.
- Supervise, lead, and motivate the nutrition team in compliance with all agency and personnel policies, procedures, OCFS regulations, and contracts (if applicable).
- Conduct regular observations, inspections, meal monitoring and site visits to ensure compliance.
- Develop and maintain an effective record keeping system for the oversight of all CACFP related information.
- Monitor child allergies as well as the need for provision of special diets to individual children.
- Support and monitor the implementation of nutrition activities in the classroom; act as a resource to the leadership team and staff to promote parent nutrition activities for children and families.

- Place food orders necessary to follow the approved menu for the number of enrolled children and classroom staff. Maintain a system for cost control and inventory.

## **Responsibilities**

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## **Qualifications**

High school diploma, GED required. Formal training in Culinary Arts is preferred.

- Experience with large scale cooking in a daycare, school or institution setting.
- Supervisory experience required
- Knowledge of CACFP regulations
- Valid NYS Driver's license required
- Candidates must be authorized to work in the US without the need for Visa Sponsorship
- **Minimum Education Level:** Highschool Graduate or GED

- **Preferred Education Level:** Associate's Degree

## Application Instructions

Please note: applicants for this position will be required to complete standard background clearances. Apply: <https://www.ceoempowers.org/about/join-us/> Call: 518-272-6012, ext. 301  
EOE/AA

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