

NUTRITION COORDINATOR

IMMEDIATE SUPERVISOR: Early Childhood Services Manager
WORKING HOURS: 40 hours per week (according to program needs)

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES

Child Nutrition

- Assess each child's nutritional needs and their relevant data including heights, weights, hematocrits, hemoglobin's, family and cultural eating patterns, and special dietary requirements.
- Participate in the Community Assessment and the Health Advisory Committee to identify major community issues with the assistance of nutritional service providers.
- Ensure a nutritional program that meets the nutritional needs and requirements of each child, including accommodation for medically based diets.
- Ensure funds from USDA Food Consumer Services Child Nutrition Program are the primary source of payment for meal service.
- Ensure meals and snacks provide at a minimum for part day 1/3 and for full day 2/3 of the child's daily nutritional needs and conform to recommended serving sizes.
- Schedule and adjust meal and snack periods to ensure that individual needs are met and sufficient time is allowed for each child to eat.
- Provide nutritional services to children that contribute to their development and socialization by eating together family style, with staff, parents and volunteers.
- Ensure that the children are introduced to a broad variety of foods within the food groups while at the same time honoring cultural, religious, and ethnic food preferences.
- Ensure that each child is encouraged but never forced to eat and/or taste food and that food is never used as punishment or reward.
- Ensure that children have the opportunity to be involved in food related activities.
- Ensure parent education activities include opportunities involving food preparation, nutritional skills and food budgeting.
- Ensure that food safety and sanitation procedures are in compliance and maintained at each site.
- Provide supportive nutrition services through registered dietary consultants.
- Concur with parents when nutrition problems are suspected or identified.
- Partner with staff and parents to develop an individual plan so children receive appropriate nutrition services needed according to all Early Childhood Development and Health Service evaluations.
- Provide nutritional meals for parents and children during evening events.
- Collaborate with dietitians or nutritionists to provide nutrition education programs for program staff, parents, and families.

Management Systems and Procedures

- Secure an agreement for meals at all sites with the school district or private vendor.
- Regularly monitor all meals to ensure appropriate serving size, condition of meal, and children likes/dislikes of the food served.
- Maintain an efficient and effective record keeping system for documenting food and non-perishable orders, inventory, cost of food used, and food temperatures.
- Conserve Head Start funds by preventing wastefulness of food supplies.

Human Resource Management

- Abides by agency standards of conduct as described in the Performance Standards and Personnel Policies.
- Demonstrate a team approach in partnerships with coworkers.
- Demonstrate a commitment to learning by attending training and workshops related to job skills.

QUALIFICATIONS:

- Must have experience and/or formal training in management skills.
- Must have a valid driver’s license, adequate car insurance and reliable transportation.
- Must have an Associate’s Degree in or two years college credit in a nutrition related field.
- Must obtain Food Sanitation Certification within 30 days of employment.

SPECIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- The ability to work with disadvantaged and low-income families.
- The ability to communicate effectively through the use of good English language and grammar, both written & verbal.
- The ability to maintain proper documentation on nutrition services.
- The ability to work in partnership with other Head Start staff.

RECRUITMENT AND SELECTION:

- The Director and Content Manager shall actively recruit for the position of Nutrition Coordinator.
- The selection of the Nutrition Coordinator shall be based upon qualifications and experience as well as suitability to the Head Start Program.

SALARY RANGE:

- The Nutrition Coordinator’s salary shall be based upon experience, education and comparable to similar positions in the communities served.

My signature indicates that I have received a copy of this job description and accept responsibility for performing the above mentioned job duties.

Employee Signature _____ Date _____