

**ALBINA HEAD START
JOB DESCRIPTION
Exempt**

NUTRITION COORDINATOR

Essential Function(s): Responsible for providing USDA/CACFP* approved child nutrition support services for enrolled children, their families, and staff. *United States Department of Agriculture Child and Adult Care Food Program.

Responsibilities: In conformance with Head Start Performance Standards, provide nutrition support services to ensure adherence to USDA/CACFP regulations. Provide nutrition information and support to parents, children, and staff. Maintain and develop cooperative relationships with Albina families, staff, vendors/agencies and service providers.

Reports to: EHS Director
Supervises: Does not supervise others
Salary Range: \$39,000.00 – \$45,000.00

Physical and Mental Requirements: Strong desires to succeed. Patient, able to resolve conflicts, gentle, loving, and kind, creative, resourceful. Detail and multi-task orientation. Excellent organizational, interpersonal, and written/verbal communication skills. Must be able to cope well with stress. Ability to work effectively with people and demonstrate respect for them regardless of their situation. 6 to 8 hours per month spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: Five (5) years experience in public health or combination of education and related experience totaling five years. Experience using the ChildPlus data based software system or equivalent.

Educational Requirements: RD, or a MPH or MA from an approved program in public health nutrition.

Licensing/Certification Requirements: Current registration with Commission on Dietetic Registration of the American Dietetic Association, or able to obtain. First Aid Certification, negative Tuberculosis screen, Food Handlers certification. Must pass criminal background check.

Ability to Operate Equipment/Tools: Must be computer literate.

Environmental Factors/Working Conditions: Enclosed facility, office and classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion. Home visits in family homes.

Job Duties:

1. Annual review menus submitted by vendor(s) for nutritional soundness and compliance with USDA/CACFP regulations, before the start of the school year, and as needed.
2. Review of food service operations in all classrooms.
3. Review, if necessary, of vendor(s) facilities.
4. Create or modify, as necessary, documents relating to nutrition services including menus, recipes, classroom food receipts records, as required to reflect classroom and vendor compliance with USDA/CACFP regulations.

5. Work with food vendors(s) to ensure compliance with USDA/CACFP standards assuring adequate nutrition for each child, to include; providing appropriate substitutions for child with food allergies or intolerances, and to meet Performance Standards relating to cultural preferences.
6. Conduct initial site review of new classrooms added to the program for baseline review of compliance with Performance Standards and to assess staff training needs.
7. Conduct routine site monitoring reviews at each site three (3) times per school year as scheduled, and additional reviews as requested. Site reviews will monitor compliance with USDA/CACFP reporting and performance requirements; identify staff training needs; and maintain ongoing follow up for children with identified nutritional needs or risks.
8. Review USDA/CACFP forms at least quarterly for accuracy prior to submission to the State.
9. Provide USDA/CACFP compliance training to staff annually and as needed, including food/nutrition and food safety education when needed.
10. Maintain contact with classroom and homebased staff to assure the timely observation and intervention of dietary/feeding concerns.
11. Ensure and maintain accurate, up to date, records according to HS Performance Standards and program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate, ensure accurate data entry.
12. Participate in Parent Meetings as requested to provide food/nutrition/food safety education.
13. Provide nutrition counseling with parents, and staff as requested.
14. Provide up to date current information regarding USDA/CACFP policies and policy changes.
15. Participate on Health Services Advisory Committee (HSAC).
16. Help plan and participate in Parent Orientation Night(s) and EHS annual health fair(s). Foster community links with various provider agencies to assist in health fair and nutrition needs within the program.
17. Provide all information requested for program documentation in a timely manner.
18. Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
19. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

12/08

Name (Print): _____