POSITION SPECIFICATION

POSITION TITLE: **Nutrition Coordinator**
POSITION CLASSIFICATION: **Non-Exempt Employee**
SALARY RANGE: **$18.00 – $19.01 per hour**

QUALIFICATIONS:
The person must have experience in community nutrition, including services to low-income children and families. Registered Dietitian, Registered Diet Technician preferred or degree in a related field Strong knowledge of principles of social work, child development, and psychology. Administrative and supervisory experience is desired. Head Start experience and computer knowledge are preferred. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as pre-employment physical and Tuberculin screening and every two years thereafter. Possess a valid driver's license and personal automobile or provide a plan that will allow the fulfillment of position requirements. Must be able to balance and prioritize workload and have strong management skills. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

POSITION SUMMARY:
Supervise the center cooks to ensure the program is meeting the nutritional guidelines of the Performance Standards, CACFP, and the Department of Health. Work with the Home-Based Coordinator to ensure group socialization snacks meet CACFP guidelines. Provide and monitor education about nutrition and physical fitness as it relates to healthy eating habits for children, parents, and staff. It is essential that individual must be able to relate to the problems that typify Head Start families and have knowledge of and interest in needs that are specific to economically disadvantaged families. Act as a resource person for planning and presentation.

SUPERVISOR:
The Nutrition Coordinator is directly responsible to the Assistant Head Start Director and Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
3. Provide reports on time when required.
4. Supervise, evaluate, and monitor Food Service personnel at all Head Start centers on an ongoing basis, followed by written comments as appropriate.
5. Assist in the development of a monthly menu with staff and parents which:
    - Conforms to CACFP and Head Start Performance Standards
    - Reflects appropriate foods for children with allergic conditions and/or other specific needs.
    - Reflects the specific nutritional needs of young children from low-income families.
6. Approve monthly menu and any menu changes to ensure they meet CACFP and Head Start Performance Standards. If not qualified, ensure that the registered dietitian through a collaborative contract has met this requirement.
7. Collect all weekly attendance and prepare the monthly attendance report.
8. **Submit the annual CACFP application with the yearly budget.**
9. Prepare monthly CACFP Claim for Reimbursement.
10. Provide annual CACFP training to key Head Start staff.

11. Monitor all Head Start centers to ensure compliance with CACFP, Department of Health, and Head Start Performance Standards.
12. Schedule, organize, and facilitate Nutrition Service Area meetings.
13. Monitor the ordering of food, food supplies, and equipment.
14. Provide assistance and resources to the Nurses, Education staff, Home Based staff, and Food Service staff in planning and implementing food, nutrition, and fitness activities for children and families.
15. Collaborate with all staff to provide education to staff and families whose child has nutrition concerns and/or special dietary needs. Make use of home visits or family meetings as required to address nutrition concerns. Provide monthly nutrition activities to centers housed in school district buildings.

GENERAL RESPONSIBILITIES:

1. Update the Nutrition Guide
2. Assist Health Coordinator with planning and chairing Health Advisory Committee meetings.
3. Monitor food and milk usage, food preparation techniques, kitchen sanitation, and food waste on an ongoing basis.
4. Attend staff meetings and center meetings, when appropriate, and attend all appropriate training, some of which may necessitate out-of-county travel and evening/overnight attendance.
5. Encourage staff to engage volunteers to assist in and substitute in kitchens when needed. Provide assistance in center kitchens when volunteers are not available.
6. Provide nutrition and physical activity workshops for Centers and Home-Based programs. Assist them in connecting with community resources and agencies such as Cornell Cooperative Extension, and WIC to provide training for children and families.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business tasks/duties as assigned by the Assistant Director, Director and/or as assigned in the program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023