

Nutrition Coordinator II

Worker Category : **Full Time**

Job Class **Middle Manager**

Nutrition Coordinator II - PB HS - 39525

General Description:

Plans, implements, coordinates, and monitors Head Start nutrition services and food service programs and activities. Ensures compliance with HS Performance Standards, USDA Child Care Food Program, and HS/EHS goals and objectives. Coordinates assigned activities with other Head Start service areas and with outside agencies and provide highly responsible and complex administrative support to the HS/EHS Program. Participates in the HS/EHS Quality Assurance efforts.

Essential Functions:

1. Assures compliance with Performance Standards, Child Care Food Program regulations, local licensing regulations, and Head Start policies and procedures.
2. Writes the nutrition service plan for Head Start in consultation with staff, parents, and community partners. Reviews nutrition services plan annually and update as needed.
3. Develops or identifies a nutrition screening instrument to assess child and family nutritional status. Trains staff in the administration and interpretation of the screening instrument. Follows up on screenings indicating nutritional risk and provide consultation and training to families. Assures families with nutrition related needs are referred to community resources that provide on-going nutrition services.
4. Prepares and/or approves menus to assure compliance with Child Care Food Program and Head Start nutrition guidelines and regulations. Ensures that dietary modifications are accommodated for children with a nutritional concern based on a medical diagnosis and/or a disability, or religious/cultural preference. Assesses the need for and obtain adaptive eating utensils or other supplies.
5. Assures food safety. Ensures that applicable staff receives appropriate food safety/ handling training.
6. Serves as a liaison with community programs providing nutrition related services to Head Start and other low-income families. Negotiates partnership agreements with community agencies for support and services to Head Start children, families, and programs. Participates in negotiations with vendors to assure availability of needed supplies and materials at the lowest possible cost and acts as primary point of contact for contracted vendors.
7. Develops and implements a process of on-going monitoring, including regular and frequent site visits.
8. Ensures food service reimbursement requests are submitted accurately, timely and assure maximum return; ensure timely and accurate reporting of data to Federal and State authorities.
9. Provides and arranges parent and staff training; provide consultation and nutrition education to parents of children with nutrition related needs.
10. Participates in the development of the Head Start budgets. Assures nutrition and food expenditures remain within budget limitations. Prepares specifications for all nutrition and food service equipment and supplies; order and oversee the distribution of equipment and supplies.
11. Ensures compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.
12. Serves on the Head Start Health Advisory Committee. Meet regularly with the Head Start program director, managers; attend IEP meetings, as needed. Participates in a variety of meetings, activities, and events to support Head Start and its partners; attend and participate in professional group meetings and trainings
13. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
14. Attends all workshops and meetings as deemed necessary by the supervisor
15. Attends all required staff and parent meetings and activities.
16. Performs other related duties as assigned.

Physical Requirements:

Must be able to lift at least 45 lbs. Reasonable accommodation may be made for otherwise qualified persons with disabilities. Employees in this position will be required to work indoors in a standard office environment, child care center environments, visit

high production food service kitchens, and come in contact with program staff and the public.

Minimum Qualification Requirements:

Education:

BA/BS Degree in Dietetics, Public Health Nutrition, Foods and Nutrition, Home Economics, Health Services Management or closely related field. Registered Dietitian (RD) by the Commission on Dietetic Registration and/or current active State of Florida Department of Health Dietitian/ Nutritionist license. Master's Degree in Dietetics, Public Health Nutrition, or closely related field preferred.

Experience:

Five years increasingly responsible experience in nutrition services. Head Start experience preferred.

Bilingual preferred: English/Spanish or English and other languages present in the local area.

Also required: Certification in First Aid and CPR within six months of the date assigned to this position; and successful completion of a Level II background screening, local criminal record check and drug screening prior to hiring.