
JOB DESCRIPTION

POSITION TITLE: Nutrition Manager (**EXEMPT**)
IMMEDIATE SUPERVISOR: Program Manager – Support Services **WC 8742**
POSITIONS SUPERVISED: Food Service Coordinator, Nutrition Assistant
SALARY: Grade 30 \$3,604.64 -\$4,491.00 (40hr work week)

GENERAL STATEMENT OF RESPONSIBILITY:

Under the supervisor of the Program Manager – Support Services, is responsible for the overall operation of nutrition services as outlined in the Head Start Performance Standards, and Child Care Food Program Guidelines.

EXAMPLE OF DUTIES:

- Supervises assigned staff and provides or arranges orientation and necessary support and technical assistance to all staff to ensure quality services and compliance with Performance Standards and State Licensing Regulations.
- Conducts performance evaluations on assigned staff.
- Assists Head Start Director in planning nutrition budget and written reports that are to be submitted to the regional office.
- Responsible for generating inkind, and provides guidance to assigned staff in tracking inkind and expenditures.
- Assists assigned staff in mediating and resolving concerns among staff, parents, or the community.
- Responsible for developing a comprehensive written service plan.
- Verifies and approves time sheets, requests for overtime, travel vouchers, and requests for leave for assigned staff.
- Assists in the organization and facilitation of the Health Services Advisory Committee.
- Determines nutritional needs of Head Start children and their families and ensures that follow-up assistance is provided, working with community agencies as necessary.
- Monitors centers and Migrant Family Child Care homes to ensure that nutrition education objectives are being met.
- Responsible for completing the child care food program application to serve enrolled providers.
- Ensures that Family Child Care Providers enrolled in CCFP are monitored at required intervals.
- Completes and submits CCFP reports for enrolled Family Child Care Providers.
- Develops menus for centers that meet the one-third to one-half nutritional requirements by age. Ensure that menus are implemented with minimal substitutions, incorporates different ethnic foods, and are posted in appropriate languages.
- Tracks food services expenditures, including the ordering of food supplies.
- Ensures program's compliance with local and state health, sanitation and safety standards.
- Completes the Child Care Food Program (CCFP) reimbursements and submits in a timely manner.
- Computes the percentage of income from CCFP for all center based programs and submits report to the Fiscal Department.
- Prepares nutrition services related bills to be submitted to the Fiscal Department for payment.
- Meets regularly with the management team to discuss monitoring findings and update nutrition services procedures, Child Care Food Program guidelines, and safety requirements as needed.
- Provides training and technical assistance as requested by management staff in the development and implementation of corrective action plans.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Masters Degree (MHP or MS) with one year supervisory and management experience,

OR

Registered Dietitian or Nutritionist with one year supervisory and management experience.

OR

Eligible for certification by the American Dietetic Association with one year supervisory and management experience.

OR

Bachelors Degree with three years experience working in nutrition related field and two years supervisory and management experience.

QUALIFICATIONS/REQUIREMENTS:

Knowledge and understanding of child and general nutrition.

- Ability to establish and maintain productive relationships with community, staff, and parents.
- Excellent verbal and written communication skills
- Knowledge and use of computer to collect data and generate reports.
- Ability to travel and attend out of state meetings.
- Sensitive to cultural, economic and language differences
- Bilingual (English/Spanish) preferred

OTHER REQUIREMENTS:

- Must have reliable, insured transportation and a valid California driver's license
- Must be able to meet KCAO, Head Start, and Community Care Licensing hiring requirements which include:
 - Fingerprints with child abuse index
 - DMV printout
 - Health examination with tuberculin clearance
 - Child Care Health & Safety units (First aid and CPR included) and successfully complete ServSafe Certification course.
 - Home telephone

PHYSICAL REQUIREMENTS:

Standing or sitting for periods which may exceed one hour.

Ability to lift up to 30 pounds.

Hearing and speaking to exchange information in person or on the phone.

APPLICATION & JOB DESCRIPTION AVAILABLE AT:

KINGS COMMUNITY ACTION ORGANIZATION

1130 N 11th AVENUE, HANFORD, CA 93230 (559)582-4386 www.kcao.org

FILING DEADLINE: OPEN UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER

Individuals, who because of a disability require special accommodation to attend a meeting or interview process, should call the Human Resources office at 559-415-7213. When possible, request should be made two working days in advance.