

NUTRITION SPECIALIST JOB DESCRIPTION

Job Requirements

Master's Degree in Nutrition or related field with a minimum of three years experience in some phase of public health nutrition, nutrition education, or management of a nutrition program; or Bachelor's Degree in Nutrition or related field with a minimum of five years experience in some phase of public health nutrition, nutrition education, or management of a nutrition program as well as being a registered dietitian or nutritionist or registered and ready to take the exam.

Must be able to do the following:

- Identify nutrition needs of Head Start programs;
- Plan and implement central menus and cost accounting systems for food in all Head Start centers;
- Evaluate and improve nutrition services delivered by each program;
- Supervise nutrition assistant position;
- Have personal computer skills, including knowledge of Microsoft Word or WordPerfect programs and Excel spread sheets;
- Obtain certification in the ServSafe sanitation procedures;
- Communicate effectively, both orally and in writing;
- Must have own transportation, a valid driver's license, and vehicle insurance as required by Louisiana law.

Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

The nutrition specialist will make periodic on-site visits providing direct services to each of the Head Start centers operated by the grantee in the six parishes of Ascension, Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington.

Work involves the responsibility for planning, developing, and implementing the Head Start nutrition program.

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Work involves direct supervision and evaluation of the nutrition assistant.

The incumbent is expected to maintain a cooperative attitude with all staff in the role of policy implementation, monitoring, advising, and training.

The executive director exercises supervision and evaluation of the incumbent.

Training and technical assistance is provided by the executive director and by means of training conferences and workshops made available through the grantee.

Job Duties and Responsibilities

Supervises the nutrition assistant in the performance of his/her job duties.

Carries out the goals, policies, and activities designed to implement the nutrition objectives of the Head Start Performance Standards.

Updates annually the nutrition service area of the written work plan in conjunction with the Policy Council, Health Services Advisory Committee, and other program staff.

Reviews food service facilities and advises on equipment needs.

Works with executive director in planning new facility food service areas.

Plans and implements the cycle menus that balance nutrients, meet USDA Meal Pattern Guidelines, provide variety, account for cultural differences, and meet food service budgetary constraints.

Conducts at least two annual meetings of the Nutrition Advisory Committee, utilizing the parents on the committee to assist in revisions to the menu as deemed necessary.

Develops bid sheets of needed food and non-food items and assists purchasing agent in submission of bids.

Oversees preparation of the market lists of required food items, specifying quantities and quality, to assist food service managers in purchasing needed food and supplies.

Verifies that meals served in Head Start centers meet stated requirements.

Monitors meal preparation and serving to determine that quality and quantity control is implemented.

Modifies meals as need for children with special physical needs or those with a prescribed allergy diet.

Works closely with grantee financial controller to verify that all Child and Adult Care Food Program records are kept in accordance with reimbursement requirements.

Supervises determination of average meal costs for each center and for grantee and makes suggestions for economizing to programs that are exceeding average costs.

Assesses nutrition-training needs of staff and parents.

Plans and implements training, focusing on the identified needs;

Plans and implements nutrition education training for teaching staff to use in the classroom with children;

Schedules periodic training of food service personnel, covering current food preparation techniques, nutrition education, sanitation, inventory control, food costing, and other identified needs;

Provides direct, individual, and/or group counseling to parents and staff regarding children who have been assessed as having specific nutritional needs.

Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.

Develops and implements a system of continuous monitoring and evaluation of all nutrition activities.

Completes a center monitoring form for each on-site visit that has been reviewed and signed by the center director and discusses any problem areas with the executive director.

Sits on self-assessment team in the area of nutrition to determine that the Performance Standards are being met.

Attends regularly scheduled meetings with grantee staff, reporting accomplishments and problem areas with alternative solutions to the executive director.

Works cooperatively with other grantee staff members in order to keep abreast of program directions and to coordinate a unified program effort by the grantee.

Performs any other tasks deemed necessary by the executive director.

Job Classification and Compensation

This position will be assigned to the pay plan based on the degree of the incumbent.

This is an exempt position, defined as an administrative position which is exempt from the hourly wage and labor laws.

The incumbent shall work the number of hours necessary to complete all tasks required by this job description.

