

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **NUTRITION SPECIALIST**

DIVISION: Early Childhood Development

PURPOSE: In coordination with the Child Health & Safety Supervisor, assist the Head Start/Early Head Start program in providing the optimal nutritional services to children and their families using federal and state regulations and in accordance with Child and Adult Care Food Service Program (CACFP) guidelines.

QUALIFICATIONS:

Education: A baccalaureate degree with a major in foods and nutrition, dietetics or equivalent hours of food and nutrition courses.

Experience: One year work experience in health related field, preferably working with children and experience providing community nutrition services to pregnant women, infants, toddlers and preschool age children and their families.

Skills, Abilities and Knowledge:

- a. Working knowledge of United States Department of Agriculture [USDA] Requirements.
- b. Working knowledge of Child and Adult Care Food Program [C.A.C.F.P.] requirements and the monitoring system.
- c. Ability to translate state, federal and local health and sanitation requirements.
- d. Excellent interpersonal skills.
- e. Effective written and oral communication skills.
- f. Ability to maintain confidentiality.
- g. Knowledge of resources available to staff and families concerning their nutritional needs.
- h. Problem solving ability where independent judgement may be needed.
- i. Ability to achieve goals with little supervision.
- j. Computer skills: Windows, Word, Excel.

REPORTS TO: Child Health & Safety Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium Physical Effort (up to 30 pounds)

Confidential Information Used: Personnel related information, mother, child and other family member's health, nutritional, economic and family environment information.

Special Demands: Moderate travel.

Special Requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation at hire.

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Monitor quality of meal service to ensure compliance with applicable standards and regulations completing CACFP monitoring forms as required.
02. Coordinate the recordkeeping and maintenance of the C.A.C.F.P. required documentation.
03. Review the CACFP and food service monthly documentation.
04. Plan monthly menus and monthly special diets with the input and approval of the Registered Dietician.

05. Plan and conduct pre-service, in-service, and new staff orientation trainings concerning CACFP and Head Start Performance Standards regarding food service, sanitation and delivery of nutrition services.
06. Plan and provide trainings to families on nutrition topics as identified by assessment of families' needs.
07. Work with the Nutrition and Health Staff to communicate information about menus, family nutrition, eating patterns, growth patterns and acceptance of new foods with staff and families.
08. Maintain food service equipment and goods inventory.
09. Make recommendations for equipment and goods ordering.
10. Work with the Child Health & Safety Supervisor and other staff to aid families and staff in understanding the role that nutrition play in individual development and family life.
11. Work with the Child Health & Safety staff and consultants as necessary or required.
12. Assist with the nutrition assessment for all enrolled infants, children and pregnant women including follow-up and documentation.
13. Develop and follow up with individualized nutrition goals for families and staff as needed or required.
14. Communicate to staff consistent and approved nutrition and food service information and procedures.
15. Plan and assist education staff in providing monthly food experiences for children.
16. Assist families with nutritional needs by coordinating the Healthy Way to Go and Grow program of the Nutrition service area and addressing nutrition referrals.
17. Assist in inputting growth assessment data and hemoglobin tests in the ChildPlus software system following up with families as concerns are identified.
18. Assist in providing services to Expectant Families by completing the Pregnant Woman's Nutrition Profile and participating in the Pregnant Woman's Individual Care Plan meetings.
19. Plan monthly food experiences for educational staff to provide to children and families.
20. Transport families for appointments as needed.
21. Work with the Child Health and Safety Team to establish Individual Health/Nutrition Care Plans for children.
22. Plan, attend, and participate in advisory meetings when necessary.
23. Offer opportunities to engage families in the nutrition service areas.
24. Plan and provide parent trainings as required.
25. Perform additional responsibilities as assigned or required.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: F**HOURLY WAGE:** \$15.15**HOURS PER WEEK:** 40
Non-traditional