

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

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**POSITION:**    **NUTRITION SPECIALIST**

**DIVISION:**    Early Childhood Development

**SUMMARY:**    The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education and early childhood educational services to the communities we have served for over 40 years. The Nutrition Specialist will plan, organize and monitor nutrition services for Head Start and Early Head Start participants to ensure meal services are provided in accordance with Child and Adult Care Food Program requirements and Head Start regulations. The ideal candidate will be an organized self-starter, with excellent communication skills and the ability to interact with a varied population of individuals.

**PURPOSE:**    In coordination with the Child Health & Safety Manager, assist the Head Start program in providing optimal nutritional services to children and their families within federal and state guidelines.

**QUALIFICATIONS:**

Education:    Minimum of a Bachelor's 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 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 [CACFP] 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.    Ability to plan nutritious cost-effective menus for centers and families with input from families and staff
- k.    Computer skills: Windows, Word, Excel

**REPORTS TO:**    Child Health & Safety Manager

**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, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid 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
02. Coordinate the recordkeeping and maintenance of the CACFP. required documentation
03. Collate CACFP and food service monthly documentation
04. Conduct and document CACFP monitoring visits at center-based sites
05. Advise Child Development and Education [CDE] Supervisors on meal requirements including preparation and complete CACFP monitoring forms
06. Train families and staff on proper nutritional and sanitation procedures both in the home and at the center
07. Plan monthly menus and monthly special diets with the input and approval of the Registered Dietician. Plan and conduct pre-service, in-service, and new staff orientation training concerning CACFP and Head Start Performance Standards regarding food service, sanitation, and delivery of nutrition services
08. Work with the Child Health and Safety staff to communicate information about menus, family nutrition, eating patterns, growth patterns and acceptance of new foods with staff and families
10. Maintain food service equipment and goods inventory
11. Make recommendations for equipment and goods ordering
12. Work with the Child Health & Safety Manager and other staff to aid families and staff in understanding the role that nutrition plays in individual development and family life
13. Assist with the nutrition assessment for all enrolled infants, children and pregnant women including follow- up and documentation
14. Develop and follow up with individualized nutrition goals for families and staff as needed or required
15. Communicate to staff consistent and approved nutrition and food service information and procedures
16. Plan and assist education staff in providing monthly food experiences for children
17. Assist in inputting growth assessment data and hemoglobin tests in the ChildPlus software system following up with families as concerns are identified
18. Transport families for appointments as needed
19. Work with the Child Health and Safety Team to establish Individual Health/Nutrition Care Plans for children
20. Plan, attend, and participate in advisory meetings when necessary
21. Offer opportunities to engage families in the nutrition service areas
22. Plan and provide parent trainings as required
23. 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:** E

**HOURLY WAGE:** \$22.70

**HOURS PER WEEK:** 40  
Non-traditional

**EMPLOYMENT CLASSIFICATION:** Non-Exempt