

JOB DESCRIPTION

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Position: Nutrition Specialist

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Child Health & Safety Manager

Supervises: None

Summary/Purpose: 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 (CACFP) requirements and Head Start/Early Head Start regulations. The ideal candidate will have knowledge of United States Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) requirements, as well as the ability to interpret and apply federal and state health/sanitation regulations and plan nutritious, cost-effective menus for centers and families. Additionally, this individual will be an organized self-starter with excellent verbal and written communication skills, computer proficiency and the ability to collaborate with a varied population of individuals.

Qualifications & Requirements:

Education: Minimum of a High School Diploma or equivalent with Dietetic Manager certificate, Associate's degree or Bachelor's degree in foods and nutrition, dietetics or related field with equivalent hours of food and nutrition coursework.

Experience: One year experience in health related field, preferably working with the provision of community nutrition services to preschool age children and their families.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Medium physical effort. (Up to 30 pounds)

Special Demands/Requirements: Moderate travel. Valid driver's license, verification of car insurance coverage (validated yearly minimum), as well as reliable transportation . Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Plan monthly menus and special diets with the input and approval of the Registered Dietician.
2. Monitor quality of meal service to ensure compliance with applicable standards and regulations.
3. Conduct CACFP monitoring visits and complete monitoring forms at center-based sites.
4. Coordinate recordkeeping and maintenance of CACFP and food service required documentation, collating monthly.
5. Assist with the nutrition assessment for all enrolled infants, children and pregnant women, and complete follow up documentation.

6. Collaborate with the Child Health and Safety Team, managers, staff, and families to develop individual health and nutrition plans with goals for children and promote understanding of the role nutrition plays in child development, family life, and healthy eating patterns.
7. Assist in the input of growth assessment data and hemoglobin tests into software database, provide follow up with families as concerns are identified.
8. Plan and conduct training concerning CACFP, Head Start Performance Standards, nutrition, delivery of food service and sanitation for staff, parents and families at pre-service training, orientation, center based in-services and/or in the home as necessary.
9. Advise Child Development and Education (CDE) Supervisors and other staff on meal preparation and requirements, communicating approved nutrition and food service procedures.
10. Plan and assist CDE staff in provision of monthly food experiences for children, offering opportunities to engage families in nutrition services.
11. Maintain food service equipment and goods inventory, making recommendations for ordering as necessary.
12. Transport families for appointments as needed.
13. Attend all professional development trainings, meetings, and events as necessary.
14. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

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HOURLY WAGE:

\$17.94 – Certificate
\$19.57 – Associate's
\$22.84 – Bachelor's

HOURS PER WEEK:

40 - Possible non-traditional