

# Nutrition Manager

Red Bluff, CA



**Hours:** Tentative 30 hours per week, 49 weeks per year

**Wage:** \$18.38 - \$19.30 per hour Depending on education

*\*This is a supervisory position and requires at least an AA or proof of equivalent education.*

## Professional Ethics:

At NCCDI we subscribe to the Standards of Ethical Behavior as outlined in the NAEYC Code of Ethical Conduct. It is expected that all employees become familiar with the code and use it as a model for ethical and professional behavior.

## Summary:

Responsible for the overall planning, administration, and implementation of the CACFP and nutrition services for Head Start and Early Head Start.

## Essential Job Functions:

1. Monitor Nutrition services to ensure that Performance Standards are met.
2. Assures compliance with Child & Adult Care Food Program (CACFP) Regulations.
3. Enter budget and all other required information into CNIPS, update as needed.
4. Conduct regular analysis of food costs and other CACFP costs to ensure maximum utilization of CACFP funding.
5. Prepares written reports, *as necessary*.
6. Monitor and supervise Food Service Worker (FSW) staff and ensures health and nutrition standards are maintained at all sites.
7. Coordinate regular meetings and trainings with FSW staff.
8. *Work with staff to maintain a safe environment for children, staff and volunteers and to report any known safety problems to Supervisor.*
9. Responsible for referrals, follow-up and records in all nutrition areas on site.
10. Coordinates and outlines services and contracts for Nutrition Consultant
11. Develops and facilitates a local network of colleagues who will share resources and plan improvements in services to low-income families.
12. In conjunction with other Head Start staff, promotes an interdisciplinary approach to Head Start goals.
13. Arrange substitute coverage for Food Service Workers when necessary, including cooking as needed.
14. Ensure Meal Count Sheets are submitted in a timely manner and review documentation for accuracy and completeness.
15. Prepare documents for reimbursement, provide to Fiscal for review, and enter meal data in CNIPS by the 10th of each month.
16. Prepare monthly CACFP report for Policy Council and Governing Board.
17. Maintain documentation of meal count data and requests for reimbursement in a secure location.
18. Promote parent participation in all nutrition services and advocates for nutrition issues of young children.
19. Review and update menus as needed.
20. Review Menu Production Sheets monthly to ensure nutrition requirements are being met.
21. Attendance at Health Services Advisory Board and other meetings as needed.
22. Attend parent training at all sites 2 times per year and assist with any events throughout the year.
23. Insure that parents who request a meeting with the RD receive timely appointments with the RD.
24. Other duties as assigned.

## Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Minimum 2 years' experience in a community-based health or nutrition program, and/or a human services program.
2. Must have experience in supporting families with nutrition needs.
3. Must have knowledge of child and family health care including preventative, early intervention, nutrition, and health maintenance practices.
4. Must have knowledge of community resources that offer services to low income families.

5. Must have the ability to communicate and coordinate with various professional and community services programs.
6. Head Start/*Early Head Start* experience preferred.
7. 2 years supervision experience required.
8. Administrative experience and record-keeping skills are required
9. Knowledge of adult learning styles and child development.
10. Computer skills sufficient to send and receive email, compose routine documents, create and update excel spreadsheets for tracking purposes.
11. Ability to speak effectively before groups of young children, parents, staff and community groups.
12. Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
13. Must maintain regular and acceptable attendance in compliance with agency Attendance Policy.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

**Certificates, Licenses and Registrations:**

1. Bachelor's degree preferred. AA or AS (or equivalent) required (Preferably in Nutrition, Health Education, or Health Science)
2. Valid CA drivers license with a clear driving record.
3. Ability to pass criminal background check *and Child Abuse Index*.
4. A current TB test and a statement of good health from a doctor are required as a condition of employment.
5. Must hold SafeServ *California food handler* certification or meet certification requirement within one year of employment.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands to finger, handle or feel objects, tools or controls; and to talk or hear. The employee frequently is required to reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. The employee occasionally lifts and/or moves up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Job requires extended periods of sitting and repetitive use of computer keyboard and mouse.

**Work Environment:**

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate. Exposure to dust and fumes is minimal or non-existent.

**Deadline to Apply:** 1/14/2019

**How to Apply:** Apply on employer's website at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cc87f5ec-9622-4512-bdc5-ef3b18650acf&jobId=235993&lang=en\\_US&source=CC3&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cc87f5ec-9622-4512-bdc5-ef3b18650acf&jobId=235993&lang=en_US&source=CC3&cclId=19000101_000001)