

JOB DESCRIPTION
Assistant Nutrition Specialist

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| 1. Little Dixie C.A.A. | 2. Program: HS/EHS/EHS-CC |
| 3. Reports To: Nutrition Specialist | 4. Title: Assistant Nutrition Specialist |
| 5. Grade: 5 | 6. Date: August 14, 2015 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Head Start/Early Head Start/Early Head Start-Child Care (HS/EHS/EHS-CC) Assistant Nutrition Specialist will help ensure that the Little Dixie HS/EHS/EHS-CC programs meet the objectives of the nutrition component as required in the following documents: Performance Standards, CACFP Regulations, DHS Licensing, State Fire Marshal, State Health Department and the Little Dixie CAA Nutrition Plans.

In accordance with Head Start Performance Standards, the Assistant Nutrition Specialist will provide nutrition support services to ensure adherence to USDA/CACFP regulations. Provide nutrition information and support to parents, children, and staff. Maintain and develop cooperative relationships with Little Dixie HS/EHS/EHS-CC families, staff, vendors/agencies and service providers.

PHYSICAL AND MENTAL REQUIREMENTS:

Strong desire to succeed, patient, able to resolve conflicts, kind, creative, resourceful, detail and multi-task oriented; excellent organizational, interpersonal, and written/verbal communication skills as well as diplomacy and human relations skills; must be able to cope well with stress. Must have the ability to work as a part of a team, communicate effectively both orally and in writing, and receive and provide feedback.

While performing the duties of this job, the employee is frequently required to sit, stand, stoop, bend, walk, talk, hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and may spend 6 to 8 hours per month in strenuous physical activity, lifting up to 40 pounds.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; regular on-site visits in child care facilities, and occasional home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Assist with annual review of menus for nutritional soundness and compliance with USDA/CACFP regulations before the start of the school year and as needed.

2. Assist with review of food service operations in all classrooms. Assist with center visits and folder checks.
3. Assist Nutrition Specialist in conducting trainings as appropriate.
4. Assist Nutrition Specialist in working with food vendors(s) to ensure compliance with USDA/CACFP standards assuring adequate nutrition for each child, to include providing appropriate substitutions for child with food allergies or intolerances, and to meet Performance Standards relating to cultural preferences.
5. Assist in conducting initial site review of new classrooms added to the program for baseline review of compliance with Performance Standards and to assess staff training needs.
6. Assist in conducting routine site monitoring reviews at each site three (3) times per school year as scheduled, and additional reviews as requested. Site reviews will monitor compliance with USDA/CACFP reporting and performance requirements; identify staff training needs; and maintain ongoing follow up for children with identified nutritional needs or risks.
7. Ensure integration of children with disabilities and special dietary needs.
8. Ensure and maintain accurate, up-to-date records according to HS Performance Standards and program procedures, with adequate provisions for confidentiality. Help ensure all child/family files are up to date and accurate, ensuring accurate data entry.
9. Provide up to date current information regarding USDA/CACFP policies and policy changes.
10. Act as a community liaison and assist with newsletter.
11. Attend Governing Board and Policy Council meetings as necessary.
12. Assist Non-English speaking families.
13. Provide all information requested for program documentation in a timely manner.
14. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
15. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
16. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
17. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other trainings, meetings or workshops as deemed necessary by the Nutrition Specialist, HS/EHS/EHS-CC Director or Executive Director.
18. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of HS/EHS/EHS-CC and Little Dixie Community Action Agency, Inc.
19. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Assistant Nutrition Specialist reports directly to the Nutrition Specialist. Performs no staff supervision.

EDUCATIONAL AND OTHER QUALIFICATIONS:

1. A Bachelor's degree in nutrition or related degree field.
2. Must be able to obtain Oklahoma Food Handler's Permit.
3. Must have working knowledge of Microsoft Office.
4. Obtain and maintain first aide and infant/toddler CPR certification within 90 days from date of hire
5. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippe Violent Crime Offenders Registration Act
6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
7. Must obtain and provide documentation of an initial and annual physical health examination and TB screening or assessment (as required).

In lieu of education requirements, experience may be considered.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This position is **non-exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)