

ECONOMIC SECURITY CORPORATON

Job Description

Job Title: Nutrition Coordinator
Division: Head Start/Early Head Start
Reports To: Operations and Development Director
FLSA Status: Exempt
Revision Date: January 25, 2021
Job Classification: Grade 6

SUMMARY

The Nutrition Coordinator is responsible for designing and implementing a nutrition program that meets the dietary needs of each participant in both Head Start and Early Head Start while complying with all federal, state, local, and agency regulations and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for achieving annual outcomes as set by employee and director. Uses data analysis to make changes in the area of nutrition to improve program services.
2. Develops and implements a comprehensive Head Start Prenatal to Five Nutritional Services Plan that provides strategies for meeting the dietary-related needs of children, prenatal participants and families in Head Start. The service plan will be updated annually based on changes in the community and new research and statistics.
3. Ensures that the nutrition services plan is fully integrated with all other Head Start services. This will be accomplished through training and technical assistance, which may include home visits, to parents and program staff on the maintenance of nutrition and the fulfillment of performance standards.
4. Ensures staff understands their job responsibilities and knows how to perform all applicable nutrition related duties.
5. Works in conjunction with consultants and other community professionals to ensure Head Start/Early Head Start participants and families receive all needed nutrition services.
6. Assesses the nutritional status of participants and helps parents and staff formulate plans based on this information.
7. Ensures individual Child Health Plans are completed, as needed, to meet the individual nutrition needs of participants with special dietary requirements.
8. Develops and purchases nutrition-related resource material for distribution to staff and parents.
9. Participates in the implementation of the Health Services Advisory Committee, involving parents and community members in the planning, implementation, and evaluation of nutrition services.
10. Provides training and technical assistance, in the area of nutrition to child care partners.

11. Works with the director to ensure expenditures remain within budget guidelines; and maintains accurate records regarding purchases of materials and supplies.
12. Plans nutritionally and developmentally appropriate menus for all classrooms. Assists childcare partners, upon request with ideas and strategies for menu planning.
13. Ensures that invoices are processed and bills are reconciled in a timely fashion.
14. Helps develop third party bid packages for food contracts and equipment when required by agency procurement policies.
15. Assists in preparing and submitting Child and Adult Care Food Program (CACFP) contract applications and grant application. Assists child care partners with applications, when requested.
16. Prepares and submits proper forms for claim reimbursement to the USDA.
17. Participates in professional groups in the local community that focus on issues that relate to Early Head Start and Head Start children, prenatal participants, and families.
18. Works as a cooperative team member with other Early Head Start/Head Start coordinators, Area Supervisors, and agency staff in the effective integration of all program services.
19. Works with the Enrollment Coordinator to ensure that the computerized child tracking system is used to organize and track nutrition services.
20. Utilizes, trains, and monitors data entry and attachments into the participant tracking system within the nutrition component.
21. Completes a regular schedule of Center Visit Reports and file reviews.
22. Prepares and submits the Program Information Report annually to the Enrollment Coordinator for submission to the Office of Head Start.
23. Analyzes data for nutrition services and improves program services based on the information.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENT

Minimum of an Associate's degree in field related to health & wellness, fitness, public health, health education, or nutrition.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl or taste or smell. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must be able to perform manual dexterity sufficient to reach/handle items and work with the fingers. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name