



## Montgomery Community Action Committee & CDC. Inc. Job Description

**Job Title:** Nutrition Coordinator  
**Department:** Head Start  
**Reports To:** Head Start Director  
**Salary Range:** \$39,408.72 - \$46,363.20

### **Controls:**

Works under the supervision of the Head Start Director, exercises delegated functional authority for the Nutrition Service Area. Supervises Combination food service/custodian workers to maintain program standards and compliance with Head Start performance standards. Provides specialized assistance to the Head Start staff in carrying out activities related to providing appropriate nutrition services for enrolled children. Work is of a nature which requires extensive coordination, independent analysis, good judgement, and effective communication among Nutrition elements and all other Management Areas in the Head Start Program.

### **Responsibilities:**

Responsible for monitoring and tracking all documents required for the CACFP Program, monitor classroom during breakfast, lunch, and snack, ensure correct food items and portions are provided, and ensure staff are training annually on CACFP requirements. Meet all deadlines for submissions, monitoring and training. Responsible for the coordination of all activities involving the Nutrition Service Area. Responsible for the development of specific goals and objectives in the Nutrition Service Area to ensure compliance with the performance standards. Responsible for the development of the Nutrition plan and for assuring that it is thoroughly integrated into overall Head Start plans. Responsible to evaluate the overall performance of the Nutrition staff and the effects of their efforts on food service and the acceptance of children and families. Responsible for identifying Nutrition training needs and identifying resources to meet the needs. Responsible for the analysis of the results of the annual self-assessment and for the implementation of improvements which may be recommended.

### **Performance Standards:**

Work performance is measured by the success of the Nutrition program as measured by reviewing the average growth rate of the children and responses of parent regarding changes in home nutrition patterns. Performance is measured by the satisfaction of the children with the food served and from the observation of teachers, health professionals and others. Performance is determined by the accomplishment of the Nutrition Service Area goals and objectives. Performance is measured by the achievement of the Nutrition service function in the annual self-assessment and in the On-site Program Review. The incumbent must be able to obtain, analyze, and present statistical data.; and prepare and present reports, both written and oral. Make independent judgment concerning the overall effectiveness of the Nutrition function. Work performance, supervision, and directions must conform to the Head Start Performance Standards (45 CFR 1304), dated September 2016 and other applicable directives and/or regulations.

### **Duties:**

1. Carry out goals, policies, and activities designed to implement Nutrition objectives and performance standards and monitor average daily attendance.

2. Assist in the development of plans and activities to provide food which will help meet the nutritional needs in the centers, and children's homes to promote sound physical, social, and emotional growth.
3. Conduct analyses to identify the nutritional needs and problems of the enrolled children and their families.
4. Establish records containing nutrition assessment data on each enrolled child.
5. Interview parent to obtain information about family eating habits and special delivery needs and feeding problems, especially of disabled children.
6. Analyze records demographic data and dietary information to identify any prevailing major community nutritional problems.
7. Develop menus for the centers to assure that every child receives a sufficient quantity of food that is of maximum nutritional value.
8. Inspects the food service operation within each center to assure that menus are followed and that the served food is of proper quality and quantity.
9. Develop specifications for the purchase of equipment and supplies used in the centers and maintain records reflecting the purchase of such equipment and supplies.
11. Maintain Production Records with monthly reports of completion.
12. Coordinate with the Education component in developing an organized nutrition education program for staff, parents, and children; assuring that meal periods and food are planned as an integral part of the total education program.
13. Implements a program to advise families on the selection and preparation of foods to meet family needs, to provide guidance in home and money management and provides help in consumer education.
14. Coordinate the organization and execution of the annual self-assessment of Head Start.
15. Compile and maintain the program information report (PIR) to assess program effectiveness.
16. Perform other duties as directed.

**Qualifications:**

1. Should have College degree with a major in Nutrition or Home Economics. Should have extensive supervisory experience. Work experience or training should be related to the field of Nutrition or Home economics.
2. Must be able to develop, coordinate, and follow through on projects; have a knowledge of organizational principles; and apply basic management and administrative techniques.
3. Must be able to communicate with persons of various interests and backgrounds regardless

of race, color, creed, religion, national origin, age, or economic and social standing.

4. Must have the ability to organize, supervise and direct the activities of others, and to establish and maintain effective working relationships with other staff, parents, and others professionals.
5. Must have the ability to work in harmonious relationships with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, age, or economic and social standing.
6. Must be familiar with all areas of Head Start and have the ability to effectively communicate by oral and written means.
7. Job function requires extensive local mobility and travel. Incumbent must have transportation, a valid driver's license, and proof of insurance.

### **PHYSICAL JOB REQUIREMENTS**

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

### **REQUIREMENTS**

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver's License with Clearance from agency insurance provider and reliable transportation.

### **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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

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 noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

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Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Name

Supervisor Signature

Date