YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: NUTRITION SERVICES COORDINATOR

BASIC FUNCTION:

Under the supervision and direction of the Health Services Manager, supervise, plan and coordinate Head Start/Early Head Start nutrition service and food service programs and activities. Coordinate assigned activities with other Head Start service areas and with outside agencies; and provide highly responsible and complex administrative support to the Head Start/Early Head Start Program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Assume responsibility for all nutrition services and food service activities of the HS/EHS program in order to meet HS/EHS compliance with Performance Standards, Child Care Food Program regulations and guidelines and HS/EHS policies and procedures.

Assist in the development and implementation of the nutrition services plan and regular updates as needed.

Assist in the training of staff in the administration and interpretation of the nutritional screening instrument. Follow-up on all screenings indicating nutritional risk, develop nutritional care plans, provide consultation and training to families. Ensure that families with nutrition related needs are referred to community resources that provide on-going nutrition services.

Work in conjunction with a nutrition consultant to prepare and approve menus to ensure compliance with Child and Adult Care Food Program (CACFP) and HS/EHS dietary guidelines and regulations and that meet the needs of children with physician diagnosed allergies or intolerances, or children with medical or disabling conditions that affect eating, digestion, or absorption of nutrients. Assess the need for and obtain adaptive eating utensils or other supplies.

Provide oversight for the HS/EHS food service program. Ensure food safety. Supervise, monitor, and evaluate the food service staff.

Serve as a liaison with community programs providing nutrition related services to HS/EHS and other low-income families. Under the supervision of the Health Services Manager negotiate partnership agreements with community agencies for support and services to HS/EHS children, families, and programs. Participate in negotiations with vendors to assure availability of needed supplies and materials at the lowest possible cost.

Under the supervision of the Health Services Manager develop and implement a process of on-going monitoring, including regular and frequent site visits.

Arrange for the collection of data as needed to ensure compliance with pertinent legislation, regulations, and laws; that food service reimbursement requests are accurate, timely and assure maximum return; ensure timely and accurate reporting of data to be submitted to Federal and State authorities via YCOE's CSBS department.

Provide and arrange parent and staff training; provide consultation and nutrition education to parents of children with nutrition related needs.

Under the supervision of the Health Services Manager, participate in the development of the HS/EHS budgets. Assure nutrition and food expenditures remain within budget limitations. Prepare specifications for all nutrition and food service equipment and supplies; order and oversee the distribution of equipment and supplies.

Serve on the Head Start Health Advisory Committee and other related committees.

Meet with the Head Start/Early Head Start Director, managers, food service employees and other staff as needed; attend IEP meetings, as needed. Participate in a variety of meetings, activities, and events to support HS/EHS and its partners; attend and participate in professional group meetings and trainings.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of supervision, training and performance evaluation.
- Proper food service operations including: use of equipment, record keeping, inventory, proper ordering, safety, sanitation and food transportation methods.
- Basic menu planning and nutritional principles.
- Budget preparation and control.
- Use of a Personal Computer and appropriate software.
- Child and Adult Care Food Program and USDA requirements.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Perform mathematical calculations.
- Communicate effectively in both oral and written form.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships; ability to communicate nutritional health related information in a manner easily understood by parents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize personnel effectively and efficiently to successfully meet daily objectives of food production.
- Ability to communicate in the primary language of enrolled families is highly desirable.

EDUCATION AND EXPERIENCE:

- An Associate's Degree in a health related field.
- Three years increasingly responsible experience in the nutrition services or any other related area.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:
Valid California driver's license.

REQUIREMENTS:
Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:
Kitchen and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:
Lift up to fifty (50) pounds.
Sitting for extended periods of time.
Dexterity of hands and fingers to manipulate kitchen and standard office equipment.
Seeing to read a variety of materials, including a computer terminal.
Hearing and speaking in order to exchange information.
Driving a van/automobile to conduct work.

APPROVED AS AMENDED:

_____	_____
Signature, Policy Council Chair	Date of Approval
_____	_____
Signature, Superintendent or Designee	Date of Approval