


Position: NUTRITION SPECIALIST	Effective Date: July 2019
Service Area: Health and Nutrition	Revised:
Reports to: Health Specialist, Team Leader	Approval Signature: 
Classification: Specialist III; 12 months	Status: Full Time, 12-Months, Not Eligible for Overtime Pay

Position Purpose: Coordinate the delivery of comprehensive health and nutrition services to Head Start children and families according to Head Start Program Performance Standards and to promote each child's wellness by providing nutritional services that supplement and complement those of the home and community. Plans and write the health and nutrition work plans and ensures implementation.

Qualifications:

- BS Degree in Nutrition
- Registered Dietician with current American Dietetic Association Registration
- Basic computer literacy in email, word processing and internet navigation; knowledge of Word, Google Docs, Excel
- Experience in providing services to children and families

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- This position requires frequent standing, walking, climbing stairs, including repetitive bending, stooping, crawling, kneeling, sitting on the floor, multiple times daily.
- Must have ambulatory skills to gain access to private homes.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- Must be able to work a flexible schedule to accommodate the needs of the families served.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Disclaimer: Nothing in this job description restricts the Administrative/Management Team's rights to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the *Pennsylvania State Standard System*.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Nutrition Education Services

1. Effectively works in a team management environment to coordinate services including achievement of program objectives, establishing support and respect for others, working as a member of a team, assuming leadership when appropriate and making continuous improvement.
2. Will plan, write and implement the annual nutrition component work plans as assigned to meet Head Start Program Performance Standards.
3. Make available nutritional education resources for children, parents and staff. Develop an effective communication system regarding the distribution of this information.
4. Establishes and maintains a reporting system for nutrition, to report progress, identify areas of need, and to stimulate action steps for improvement.
5. Establishes monitors, and implements program improvement plans to ensure service areas maintain compliance with HSPPS.
6. Coordinates and provide services to accomplish nutrition objectives as developed in the work plan: by working with Teachers and Regional Nurses to identify the nutritional needs of the children and families in the LCHS program and to provide services and/or referrals.
7. Have demonstrated knowledge of the Child and Adult Care Food Program (CACFP) regulations; review and provide input into the Integrated Services Plan as needed.
8. Develop and monitor the Nutrition Budget.
9. Prepare three cycle menus (Fall-Winter-Spring). Complete production sheets for Cooks' use in preparation. Distribute menus to centers and newspapers for publication.
10. Prepare the Child and Adult Care Food Program (CACFP) yearly application.
11. Approve each CACFP application and maintain accurate records of enrollees and terminations. Prepare and submit monthly reports to the Executive Director and the auditor as required.
12. Maintain all CACFP records including Master List and Applications and other relevant data in accordance with federal guidelines.
13. Maintain all CACFP records on file for three (3) years for review by CACFP field advisor and Head Start auditors.

14. Participate in the Health Advisory Committee.
15. Review each child’s nutritional needs assessment (documentation and complete observation) within 90 days of the child’s entry date; recommend and refer for appropriate course of action.
16. For “Returning Children”, review of nutritional/health information minimum of one time during the program year. Address individual needs as identified.
17. Provide support, resources and, if applicable, a plan of action upon receiving a health/nutritional internal referral for nutritional related issues/concerns.
18. In conjunction with the Health and Education component, support education staff in implementing nutritional activities that are incorporated into the classroom.
19. Present nutritional educational activity/training to families as needed aligning with LCHS health practices.
20. Provide individual and/or group nutritional counseling to families as requested or base on assessments.
21. Develop, review modify and evaluate menus to ensure the meal programs meet the nutritional needs of each child. Menus will be reflective of cultural preferences and broaden each child’s food experience.
22. Provide input to purchasing practices and make recommendations for maximizing the use of funds available for program food service. In additional attend and have active role in food services meetings.

Other Functions

1. Participate in special projects as assigned.
2. Participate in orientation and enrollment activities.
3. Provide nutritional education to staff members at pre-service training and throughout the program year as needed.
4. Provide Pre-Service and In-Service training for food service personnel regarding regulations for personal hygiene, proper sanitation and safety procedures, inventory, menu requirements, purchasing, storage, preparation and service of food, budgeting and record keeping to ensure efficient operation.
5. Maintain staffing level of the Nutrition Service Area by serving on the Interviewing Committee when hiring. Responsible for training new staff members regarding their job responsibilities.
6. Purchase all necessary food service equipment and secure maintenance repair personnel to repair broken equipment or equipment which is not functioning up to proper specifications.
7. Establish and maintain a working relationship with other community agencies and schools.
8. Assist in writing grant proposals to enhance the quality of the program.

Performance Standards

Success in this position will include:

- Regular positive attendance, including promptness to all meetings, events, appointments, etc.
- Uphold a professional appearance at all time.
- Maintain a positive attitude, both in person and on the telephone
- Cooperate with all supervisors, colleagues and staff
- Communicate precisely, objectively, positively, and appropriately
- Preserve confidentiality of all program, staff and child/family information
- Complete all tasks in a timely manner
- Avoid derogatory comments about all program, staff and families
- Resolve program concerns and conflicts within program guideline
- Routinely participate in approved program-related training.
- Perform any other duties necessary to the smooth operations of the agency and its programs.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is “At Will”.

I agree to follow and comply with this job description and all LCHS policies and procedures. I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____