**Ohio Valley Opportunities**

**Job Description**

**Job Title:**  Nutrition Specialist

**Department:** Head Start

**Reports To:** Health and Nutrition Coordinator

**FLSA Status:** Non Exempt

**Prepared By:** Pat Speer

**Prepared Date:**  07/31/12

**Approved By:** Melanie Smith

**Approved Date:**  08/23/2012

**SUMMARY**

Responsible for the provision of nutritional meals to children, in order to facilitate appropriate physical and mental development, in child development facility by performing the following duties

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

**REQUIREMENTS**

Responsible for preparing meals based on menus which meet government standards for nutrition

Maintain up to date inventory of all food items that are purchased and used as well as an inventory of all kitchen supplies, utensils, dishes, etc.

Make Health and Nutrition Services Coordinator aware of supplies/food prior to running low

Provide access to and serve meals to all persons regardless of race, sex, age, or disability

Maintain program menu, meal requirements each week for all meals

Keep records of foods/supplies bought to send to main office to CACFP reimbursement

Post menus each week, as well as times meals served by the nutrition staff

Keep daily records of all meals served to children, staff and visitors eating at the center with assistance by teaching staff at the point of service. Submit to main office by end of first week of following months for CACFP reimbursement

Time not spent in the actual preparation of meals will be used for menu planning, cleaning, grocery shopping and working with center staff on the nutritional component

Facilitate involvement of children in activities related to meal services, special cooking experiences (setting table, etc.) with assistance from center staff

Post evidence of compliance for food services operations including all required forms

Act in an appropriate manner as to provide a good role model for young children, physically, mentally, emotionally, and socially, such as getting down on a child’s level and taking time to listen and respond to group and/or individual child’s needs

Act as a member of a the center team to provide appropriate educational experiences for children and families while supporting program school readiness goals.

Encourage parents to become involved in the nutrition program

Insure confidentiality of information about enrolled children and their families

Assist with special experiences and field trips

Cooperate with all staff in a professional manner

Participate in on the job training and specialized workshops when possible

Attend and participate in regularly scheduled staff meetings and center/classroom meetings

Adhere to all Personnel Policies, Head Start Performance Standards, the Strategic Plan, the Policy and Procedure Manual, and the Written Plan

**SUPERVISORY RESPONSIBILITES**

This job has no supervisory responsibilities

**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.

Ability to complete reports required by state and federal law in a timely manner

Must be able to pass physical exam for state daycare licensing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must pass a State Criminal History Background Check and the State Registry as required by State Daycare Licensing standards

**EDUCATION and/or EXPERIENCE**

Prefer High School diploma or GED, with one to three months related experience and/or training

Training or experience in food preparation for large number of persons

Training or experience with institutional kitchen equipment used for food preparation

Knowledge of nutritional standards and menu planning for preschool children

Awareness of special dietary needs and feeding problems of special needs children

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American weight, measurement, and volume.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed buy uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required

**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; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is frequently is required to stand, walk, sit, talk, and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually quiet

The physical location for this position: Center Location as assigned

Some out of town travel is required for training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Date

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Supervisor Signature Date