

**Ohio Valley Opportunities
Job Description**

Job Title: Nutrition Specialist
Department: Head Start
Reports To: Health and Nutrition Coordinator
FLSA Status: Hourly
Prepared By: Human Resources
Approved By: Melanie Harrell
Revised/Review Date: April 2019

SUMMARY/PURPOSE

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.

- Responsible for preparing meals based on menus which meet government standards for nutrition.
- Provide access to and serve meals to all persons regardless of race, sex, age, or disability.
- 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.
- Maintain program menu and meal requirements each week for all meals.
- Make Health and Nutrition Services Coordinator aware of supplies/food prior to running low.
- Keep records of foods/supplies bought to send to main office to CACFP reimbursement.
- Keep daily records of all meals served and submit timely, neat and accurate documentation and reports.
- 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.
- Insure confidentiality of information about enrolled children and their families.
- 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.

ADDITIONAL DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED.

SUPERVISORY RESPONSIBILITIES

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

High School diploma or GED.

Training or experience in food preparation for large number of people.

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.

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.

Employee Signature

Date

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