

Kings Community Action Organization, Inc.
Competency-Based Job Description

Position Title:	Nutrition Manager- Exempt Position
Positions Supervised:	Food Service Coordinator, Nutrition Assistant
Immediate Supervisor:	Program Manager-Support Services
Salary	Grade 29 \$3,601.21- \$4,486.72 Monthly

Job Summary

Under the supervision of the Program Manager-Support Services the Nutrition Manager is responsible for the overall operation of nutrition services as outlined in the Head Start Performance Standards, and the Child Adult Care Food Program Guidelines.

Description of Principal Accountabilities

Accountability

Accepts responsibility for the quality and timeliness of work, meeting project deadlines, submitting monthly paperwork and reports and achieving optimal results with little need for oversight. Develops a comprehensive Nutrition Service Area Plan with yearly updates. Assists with organization and facilitation of the Health Services Advisory Committee. Determines nutritional needs of enrolled children and their families, providing guidance and referring to community agencies as needed. Monitors centers and Migrant Family Child Care homes utilizing the Head Start Comprehensive Monitoring Tool with emphasis on the area of Nutrition. Develop menus for centers that meet the United States Department of Agriculture (USDA) guidelines for meal service. Ensures that family child care providers enrolled in the Child Adult Care Food Program (CACFP) are monitored at regular intervals.

Communication

Ability to impart clear and timely information in written and oral expression that is understood by the receiver. Share appropriate information and keeps supervisor and co-workers informed on a need to know basis. Listen attentively and clarify the information received.

Judgment

The ability to make logical decisions through analysis of current situations, wisdom and experience.

Team Building

Ability to work within a team environment, listening and incorporating ideas of others. Demonstrates high levels of acceptance and respect.

Planning

Works in conjunction with home educators, center staff and the management team in completion of program goals and meeting required deadlines through planning and follow up in a timely manner. Provides support to families through needs assessment and scheduled home visits.

Coordinating/Planning

Coordinate activities with home educators, center staff, parents, supervisors and the management team. Participates in case conferencing to develop a team approach in providing services to infant/toddlers, preschool children and their families.

Enforcing Rules/Regulations

Follow Office of Head Start and State of California licensing rules and regulations for all areas concerned with the operation of child care centers, home base options and family child care homes. Follow all agency rules as outlined in the employee handbook. Apply rules and regulations consistently and objectively in dealings with staff and enrolled families.

Safety

Understand and follow Office of Head Start and agency regulations and standards to maintain a safe environment for children and employees.

Inclusive

Actively encourages and embraces diversity throughout the organization and community. Recognizes the unique talent each individual brings to the organization. Respects and accepts cultural, ethnic, and language differences. Supports fair treatment and equal opportunity.

Adaptability

Adapts easily to changing conditions and work responsibilities. Is flexible in working with others and accepts suggestions and ideas from supervisor, team members, and authorities in the field.

Mediate Disputes

Ability to help staff and families resolve disagreements and conflicts. Effectively lead a rational process to gain understanding and identify common grounds for a workable solution.

Ethics/Integrity

Earn trust and respect through modeling consistent honesty and professionalism at all times. Honors confidentiality and keeps commitments to others. Always use agency resources appropriately. Avoid inappropriate activities that give the appearance of a conflict of interest.

Development/Learning

Must be committed to continual learning and self improvement through training, formal education, conference attendance, and keeping abreast of changes within Office of Head Start and California Child Development regulations.

Other Duties

Handles other responsibilities as needed.

Education/Experience

Bachelors Degree in Nutrition or related field with two years supervisory/management experience.

Other Requirements

- Knowledge and use of computer to collect data and generate reports.
- Ability to travel and attend out of area meetings and conferences.
- Must have reliable transportation and a valid California's drivers license.
- Must be able to meet Head Start and Community Care Licensing hiring requirements which includes; fingerprints with child abuse index, DMV printout, health examination with tuberculin clearance and telephone.

Physical Requirements

- Standing or sitting for periods which may exceed one hour.
- Ability to lift up to 30 pounds.
- Hearing and speaking to exchange information in person or on the telephone.

This position description is only a listing of the representative duties and responsibilities and **not** meant to be an exhaustive list of every duty and responsibility.

This position description is meant to communicate expectations for minimal and satisfactory job performance and **not** intended to be an employment contract of any kind or type.