

Community Action Agency for Marion & Polk Counties
2475 Center St. N.E. Salem, OR. 97301

POSITION DESCRIPTION

Job Title: Nutrition Specialist Assistant
Program/Dept: Head Start/Early Head Start
Reports to: Nutrition Specialist
FLSA Status: Non-Exempt
Revision Date: July 11, 2014
Pay Range: H

THE MISSION OF MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY: PROVIDING VITAL SERVICES AND RESOURCES; MEETING THE NEEDS OF OUR COMMUNITY. HEAD START IS A PROGRAM OF THE MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY.

GENERAL DESCRIPTION

Assists Nutrition Specialist in all aspects of food service operation in the Early Head Start and Head Start programs. Provides support to assure compliance in all required standards and regulations of the Child and Adult Care Food Program and Head Start Performance Standards.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• **Education and/or Experience**

Requires high school diploma or General Education Degree (GED). Associates Degree in Nutrition, Food Science, Food Service Management, Family and Consumer Science, Hospitality Services, or a related field, or an equivalent combination of education and experience.

- One year experience in quantity cooking.
- Two years experience in a CACFP funded food program. Head Start experience preferred.
- Knowledge of early childhood nutritional needs and age appropriate eating habits and food guidelines.
- Proficient in the use of computers and related information technologies.
- Extensive knowledge of food sanitation and safety procedures.
- Possess good organizational and record keeping skills.
- Ability to problem solve and respond appropriately to the unexpected.

• **Communication Skills**

- Ability to read, write, speak, and understand English.
- Utilizes effective communication skills with individuals and small and large groups.
- Good communication skills and ability to follow verbal and written instructions.

• **Other Qualifications and Requirements**

- Registration with the Criminal History Registry of the Child Care Division.
- Valid Oregon Driver's License and insured vehicle available for use on the job or acceptable alternative.
- Ability to obtain First Aid/CPR certification.
- Food Handler's Card. ServSafe Certification preferred.
- Provides results of tuberculin test and initial physical examination as required.

- **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Technical Assistance (50%)

- Records weekly and monthly documentation of site food service records.
- Assist in solving food service issues at individual sites.
- Provides items to site kitchens when shortages occur.
- Assists in menu and recipe development, printing, and distribution.
- Provides oversight and guidance regarding food service requirements to site staff under the direction of the Nutrition Specialist.
- Helps ensure that kitchens and all food service meets Health Department requirements including safe and sanitary food conditions, maintaining proper food temperature, proper storage of food, dishwashing, and other health requirements.
- Assists in completion and submission of monthly CACFP reimbursement claim according to program deadlines.
- Provides assistance in providing correct foods for children with documented allergies, other conditions, or religious preference.
- Assists in creating and conducting food service trainings.
- Exhibits time management skills and works independently.

Food Service (20%)

- Assists in all areas of site kitchen food service when support is needed.
- Participates in weekly food distribution.
- Is involved in family style meal experiences and nutrition experiences which enhance the social and emotional growth of children.

Monitoring (20%)

- Observes and monitors meal and nutrition services in Head Start classrooms.
- Completes **Site Monitoring Report for CACFP** as needed and provides follow-up.
- Reviews site food service records for accuracy and compliance. Reports findings to Nutrition Specialist.

Education (10%)

- Is positive when working with children. Participates in children's meal time when appropriate.
- Spontaneous and flexible in meeting children's individual needs in classrooms, encouraging children to verbalize their own feelings and ideas.
- Provides a safe environment at all times, consistently applying emergency procedures and communicable disease procedures.
- Possesses working knowledge of relevant Head Start Performance Standards, agency policies and procedures and other applicable regulations.
- Attend required meetings and trainings.

- **While performing the above Essential Duties and Responsibilities the employee must:**
 - Model direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
 - Use positive communication skills, actively avoiding rumor spreading or other disruptive behavior in the workplace.
 - Practice honest, respectful and direct communication and active listening.
 - Actively participate as a team member, which includes sharing ideas, communicating, problem solving, and mutual support.
 - Energetically engage people, issues, and work.

- Bring personal interests and enthusiasm to all tasks as a skillful team worker.
- Work cooperatively with managers, administration, co-workers, and the public.
- Work closely with staff and volunteers when participating in program activities.
- Support families in their efforts to be productive and effective and succeed in work and life.
- Maintain high standards in all aspects of work.
- Apply the highest ethical standards to themselves and others on a daily basis.
- Ask for, accept, and apply constructive criticism.
- Adapt interpersonal skills in response to individual styles, personalities and cultures.
- Seek, secure, share, and maintain resources needed for a superior program.
- Support and enthusiastically participate in program changes and continuous improvements.
- Work the required hours per week, maintaining regular and punctual attendance, making adjustments for family appointments and other program activities.
- Work evenings and weekends as necessary.
- Comply with MWVCAA safety policies and personnel rules.
- Multi-task with an ability to balance a variety of tasks simultaneously.
- Develop and utilize organizational systems.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

CONFIDENTIALITY

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues, and other program operations.

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 frequently required to reach with hands and arms; talk or hear; stoop, kneel, crouch, or crawl; regularly required to use hands to finger, handle or feel; stand; and walk; occasionally required to sit; climb or balance; taste and smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, peripheral vision, and ability to adjust focus.

EQUIPMENT USED

The equipment used described here is representative of that an employee may encounter while performing 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 may use classroom material, classroom equipment, office equipment, cleaning equipment, and kitchen equipment, such as, but not limited to computers, child size tables and chairs, copy machines, telephone, fax machine, computer, mixers, oven, dishwasher, knives, blender, pots, pans, utensils, brooms, mops, dustpans, and various cleaners. Duties include regular operation of a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate.
- Ability to work in a variety of conditions; indoor, close quarters.
- Occasionally exposed to wet and/or humid outdoor weather conditions.
- Work within a team environment
- Driving in all conditions.

- I have read this job description.*
- I understand my responsibilities and will fulfill them to the best of my ability.*
- I understand that employment is "at-will." That means either the Agency or the employee may terminate the employment relationship for any reason not prohibited by law, with or without notice, to the other.*
- The organization reserves the right to revise or change job duties and responsibilities as the need arises.*
- This job description does not constitute a written or implied contract of employment.*

Signature

Date

Printed Name