

Job Description

Title: Early Head Start Nutrition Manager

Department: Programs

FLSA Status: Exempt

Reports to: Early Head Start Child Care Partnership Director

Date: January 2015

Job Summary:

The Early Head Start Nutrition Manager will provide direction for the Early Head Start Child Care Partnership programs. He/she will set and oversee the implementation of all services for the program. The Nutrition Manager will develop community partnerships, engage diverse partners, work with families and community leaders to implement Policy Council guidance, and demonstrate a commitment to early childhood best practices and innovation.

Essential Duties and Responsibilities:

- Serve as the lead for the coordination and implementation of all nutrition services for infants, toddlers and their families enrolled in the Early Head Start Child Care Partnership program
- Analyze monthly menus, ensuring the meeting the needs of children with special diets
- Ensure nutrition assessments are conducted at child care partnership sites regularly; develop appropriate plans if nutritional needs are not being met
- Review individual child and family nutrition data and develops individual nutrition plans
- Confer with staff and parents about nutrition-related needs
- Oversee contract for nutrition education, health training and counseling as appropriate
- Develop appropriate systems and supports to identify families who are not meeting their nutritional needs to secure consistent, healthy meals that meet the needs of the infant, toddler and other family members
- Access community health/nutrition resources
- Track and oversee food services budget
- Provide oversight of the Health Service Advisory Committee
- Coordinate community partnerships that support the health and well-being of the children and families served, to include healthy cooking classes, access to fresh fruits and vegetables, opportunities to address specific health and nutrition needs, and other opportunities as identified by the families served
- Develop and monitor appropriate service area plan and monitoring
- Ensure appropriate documentation through the Program Information Report (PIR) and Office of Head Start Monitoring Instrument processes
- Monitor, track, oversee and assure confidentiality of all records
- Work closely with all Head Start content area managers and corresponding staff
- Co-develop and monitor relevant budgets, plans and strategies for the nutrition activities
- In partnership with relevant staff, develop, direct and coordinate the hiring, training, and evaluation of the program's nutrition personnel.
- Responsible for the use of an agency paid cell phone and/or P.D.A.-Blackberry device
- Responsible for the content of the Manager's departmental related portion of the ELC website and the maintenance/accuracy of that content
- Performs related duties as required

Skills and Abilities:

- Accountability
- Must be pro-active to the needs of the program.
- Excellent interpersonal skills
- Public Speaking skills
- Prior management experience required

- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population
- Spanish language ability helpful but not required

Computer Equipment and Software Requirements:

- Microsoft Office Suite

Education and Experience Required:

- Professional must be a registered dietitian or nutritionist
- Ability to effectively plan, coordinate and evaluate the nutritional and health requirements for children and families
- Leadership and training skills
- Thorough knowledge and ability to keep up-to-date on State/Federal regulations and Head Start performance standards and practices
- Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing

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 sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document 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. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.