

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

HEAD START COORDINATOR (NUTRITION) **9510-0408-OC**

SALARY: **Range: 57 \$56,971 - \$62,885 (DOQ)**

EMPLOYMENT OPPORTUNITY: One full-time position is available with NHA CACU located at the Copley Administrative Office at 5660 Copley Drive, San Diego.

FILING DEADLINE:

Applications are being accepted until filled. Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, 92111; or at 841 South 41st Street, San Diego, 92113; or you may refer to our website: www.neighborhoodhouse.org.

DUTIES:

Develops plans and procedures to ensure that children enrolled in Head Start programs receive meals which meet their daily nutritional needs; monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing; monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food; conducts food planning workshops; reviews and approves documentation of eligibility for receiving food service; develops and conducts trainings for teaching staff and parents; gathers information and prepares reports on the delivery of food services; assesses the nutritional status of children in Head Start programs; designs and consults with the Central Kitchen Director regarding special diets for children with allergies; disseminates information on nutritional requirements and programs; coordinates nutrition services with community organizations; assists with program monitoring and licensing; and works with parent groups.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: A Bachelor's degree in nutrition or a related field is required. At least five (5) years of work experience in a nutrition-related field, including experience in menu planning, including quantity, quality, and variety of food to be purchased; expertise to assist staff in dealing with children with feeding problems or special nutritional needs; at least one year of this experience should be in a supervisory position.

Knowledge of: Head Start programs and functions; the Head Start Performance Standards related to area of expertise; principles of supervision; principles of nutrition, including food science, child nutrition and diet therapy; menu planning and modification; USDA requirements for child care food programs; food purchasing, preparation, storage, and sanitation; kitchen safety; challenges and needs of low-income families; staff development and training; counseling techniques.

Ability to: Plan, organize and supervise the work of others; develop and implement nutrition programs which meet the needs of young children and their parents; provide training programs and workshops for parents and Head Start staff; promote parent involvement with Head Start nutrition programs; work effectively with low-income families and parent groups; deal with the nutrition challenges of young children and their families; speak and write effectively; ensure program compliance with food regulations and standards; maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

LICENSES & CERTIFICATES:

Possession of a valid certificate as a Registered Dietitian issued by the Commission on Dietetic Registration is required. A master's degree (MPH or MS) from an approved program in public health nutrition may be substituted for this registration. **Copy of school transcripts, certificate and degree must be attached to application to be considered.**

Must possess, (or have the ability to obtain), a valid Class C Driver's License with a good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents.

Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB, and physical).

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff and others encountered in the course of work.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

AA/EEO/H/V EMPLOYER

