

"Assisting family successes through excellence in comprehensive early education and developmental services."

Job Title: Nutrition Coordinator		Exempt
Grade Level: G-11	Division: Direct Care - HSCO	Non-Exempt
SALARY: Minimum \$48,500/year	Midpoint - \$60,600/year	Maximum - \$72,700/year

Minimum Requirements:

- Must be a Registered Dietitian with a Bachelors Degree in Nutrition, Business, or closely related field, 1 - 2 years of experience in food service.
- Prior experience with and knowledge of CACFP and USDA guidelines.
- Previous experience in a supervisory role.
- Must demonstrate excellent written and verbal communication skills & be able to interact professionally with adults and all levels of personnel.
- Must possess strong mathematical skills, including experience calculating weights and measures.
- Computer proficiency required.
- Access to reliable insured transportation.
- Must be able to pass a pre-employment and/or periodic physical examination, annual TB skin test, and complete background check every 24 months.

Physical Requirements

The physical requirements for this position 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.

- Must be able to frequently walk, stand and sit for extended time periods.
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 30 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to twist, turn, kneel, bend and stoop.
- Must be able to monitor children's safety in activities when needed.

Responsibilities:

- Ensure menus are appropriate and grocery lists align with menus and food orders are within the allowable categories.
- Purchasing and delivery of food, supplies, and equipment for the food service program. Collaborate with the Health Coordinator and Health/Nutrition Specialist for service delivery to children with special dietary needs.
- Maintain required documents and records to prepare reports related to food services and nutrition activities.
- Maintain compliance with regulations for contracts.
- Monitor to ensure established standards of sanitation, safety, and food preparation are properly adhered to at each facility.
- Maintain adequate communication with the finance department for billing and invoice processes.
- Responsible for monitoring daily progress and supervision of the food program staff.
- Participate as part of the management team, providing input and support for the overall direct care programs.
- Other duties as assigned.

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BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 2% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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ACKNOWLEDGEMENT:

I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.

Employee (Print) _____

Employee Signature _____

Date _____