

CHILD SERVICES TEAM

JOB TITLE: Nutrition Services Assistant
Work Site: Central Office
Working Hours: 8:15 a.m. - 3:15 p.m. Monday - Friday
Weeks Worked:
Salary Range:

GENERAL DUTIES:

Under the direction of the Nutrition Services Specialist, the Nutrition Assistant will be responsible for implementing and integrating all phases of the nutrition area.

SPECIFIC DUTIES

1. Ensures integration of nutrition area into total program operations.
2. Monitors the nutrition area at each center.
3. Submit Nutrition Activity Checklist to Nutrition Specialist bi-weekly.
4. Monitor food storage at centers.
5. Monitor meal service at all centers.
6. Report nutrition area related problems to appropriate individuals.
7. Works with Menu Planning Committee.
8. Work with parents to develop program cook book as required.
9. Prepare and submit monthly reports to Nutrition Specialist.
10. Develop and implement record keeping system.
11. Check production records for accuracy and report to Nutrition Specialist.
12. Submit production records to Nutrition Specialist bi-weekly.
13. Prepare and submit monitoring reports.
14. Maintain confidentiality.
15. Prepare and submit inventories as required.
16. Collect and compile Nutrition Assessment Form and report identified needs to Nutrition Specialist.
17. Conduct nutrition related training for Head Start children, parents and staff.
18. Submit documentation of training provided to the Nutrition Specialist.

**NUTRITION SERVICES ASSISTANT
JOB DESCRIPTION
PAGE 2**

19. Solicit nutrition materials from businesses and organizations.
20. Works as substitute in the kitchen.
21. Recruit volunteer and in-kind contributions.
22. Recruit age eligible children for the Head Start program.
23. Submit documentation of training to the Administrative Assistant.
24. Share nutrition education materials with children, parents, and staff quarterly.
25. Recruit and obtain volunteers and in-kind contributions.
26. Participate in the recruitment process.
27. Assist in the classroom whenever it is deemed necessary.
28. Perform other duties as assigned.

SUPERVISORY CONTROL

The Nutrition Assistant is directly responsible to the Nutrition Specialist, who is responsible to the Early Childhood Services Manager.

The Nutrition Specialist is responsible for evaluating the Nutrition Assistant on an annual basis using the Head Start evaluation instrument.

OTHER SIGNIFICANT FACTS

1. Must have valid driver's license.
2. Must have a means of transportation.
3. Must have a current health card and annual physical.
4. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.
5. Must be able to lift 50 pounds or more.
6. Must be able to travel out of town and at night.

**NUTRITION SERVICES ASSISTANT
JOB DESCRIPTION
PAGE 3**

7. Must have the ability to community effectively.
8. Must have basic knowledge of community and resources.
9. Must have the ability to understand and implement HHS guidelines.
10. Must have the ability to address public gatherings.
11. Must have the knowledge of procurement practices.

QUALIFICATIONS:

1. Associates Degree in Food Service desired.
2. High School diploma with three (3) years food service experience is required.
3. Must have basic computer skills.
4. Must have Serv-Safe Certification

