



PERSONNEL COMMISSION

Class Code: 3297
Salary Range: 16 (C1)

HEAD START NUTRITION ASSISTANT

JOB SUMMARY

Under general supervision, assist with performing food safety and sanitation monitoring at Head Start locations; provide food safety and sanitation education to students, families and staff in accordance with Head Start Performance Standards; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist with performing food safety and sanitation monitoring at Head Start locations; assure compliance with established laws, codes, rules and regulations; complete inspection check-lists; maintain related records and prepare reports of findings. **E**
- Monitor classroom nutrition activities for appropriateness and use of specific nutrition resources; observe meal time service and activities; check food temperatures; record and report observations. **E**
- Monitor food preparation, meal service and service areas for compliance with applicable laws, codes, rules and regulations, such as the Child and Adult Care Food Program (CACFP) and Head Start performance standards. **E**
- Inspect service areas to assure the safety of staff, students and others; report safety, sanitary and other hazards to appropriate personnel. **E**
- Participate in nutrition and health programs including community health fairs and wellness events; assist in identifying, recruiting and enrolling families; explain services to families, District staff and community members; provide referrals to community-based agencies as appropriate. **E**
- Train and assist staff in performing meal service, food safety and appropriate sanitation practices; make presentations to students, parents and others as directed. **E**
- Assist with screening and tracking student nutrition data; enter individual progress records and statistical data such as height, weight and food allergies into assigned software system; maintain confidentiality of sensitive and privileged information. **E**
- Communicate with administrators, school sites, personnel and others to coordinate activities and exchange information. **E**
- Perform a variety of clerical support duties; file records and forms; prepare a variety of written materials and create spreadsheets to report observations and data. **E**

- Operate a variety of office equipment including a copier, calculator and computer and assigned software; drive a vehicle to conduct work. *E*
- Assist in the planning and facilitation of nutrition training programs and workshops for parents, staff and others; prepare materials such as flyers, booklets and pamphlets for programs and workshops. *E*
- Attend a variety of meetings, conferences and in-service trainings. *E*
- May provide assistance during student and family assessments as needed.

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Head Start Nutrition Assistant is responsible for assisting with performing food safety and sanitation monitoring at Head Start locations and providing food safety and sanitation education to students, families and staff in accordance with Head Start Performance Standards and other applicable laws, codes, rules and regulations. Incumbents work collaboratively with other Head Start staff and services areas to resolve nutrition-related issues and provide information on available resources within the community. Incumbents interact with individuals from many socio-economic and multi-cultural backgrounds. They will assist in monitoring nutrition services in Head Start centers and provide input, resources and training to staff and parents as directed. An incumbent must possess excellent oral and written communication skills and maintain accurate records.

EMPLOYMENT STANDARDS

Knowledge of:

Head Start programs, services and standards.
Child and adolescent behavior and development.
Diverse academic, socioeconomic and ethnic backgrounds of students and families.
Basic laws, codes, rules and regulations related to food safety and sanitation.
Federal nutrition programs such as the Child and Adult Care Food Program (CACFP).
Basic methods of food preparation, heating, storage and service.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
General principles of training and providing work direction.
Record-keeping, filing and report preparation techniques.

Ability to:

Assist with performing food safety and sanitation monitoring at Head Start locations.

Assist with screening and tracking student nutrition status.
Monitor classroom nutrition activities for appropriateness and use of specific nutrition resources.
Observe health and safety regulations.
Perform a variety of clerical support duties.
Communicate effectively both orally and in writing using tact and discretion.
Operate a variety of office equipment including a computer and assigned software.
Create spreadsheets to record observations and data.
Determine appropriate action within clearly defined guidelines.
Read, interpret, apply and explain laws, codes, rules and regulations.
Maintain confidentiality of sensitive and privileged information pertaining to children and families.
Assist in the planning and facilitation of nutrition training programs, workshops and in-services for staff, parents and others.
Train and provide work direction to others.
Work with and be sensitive to the needs of disadvantaged, unemployed or otherwise at risk families.
Speak clearly and effectively before individuals or groups of adults.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

Education and Training:

Graduation from high school or equivalent. College-level coursework in dietetics, institutional food management, nutrition or a related field is highly-desirable.

Experience:

One year of experience in a Head Start, pre-school, after-school or similar program with responsibilities related to basic nutrition and health of students.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

WORK ENVIRONMENT

Office, small kitchen and classroom environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or by telephone.
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.
Dexterity of hands and fingers to operate a computer keyboard.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/3/00
Revised: 10/14/2010