



## PERSONNEL COMMISSION

**Class Code: 0785**  
**Salary Range: 35 (M2)**

### HEAD START NUTRITION MANAGER

#### JOB SUMMARY

Under direction, to plan, participate and coordinate the Head Start nutritional services program, and to do related work as required.

#### 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.*

- Supervise and coordinate the development and updating on an annual basis, the district's Head Start Nutrition Services plan in conformance with section 1340-3.9 of the Head Start Performance Standards. **E**
- Provide direction for menu formulation, food preparation and service, purchasing, sanitation standards, safety practices and personnel utilization, in accordance with district, California Food Service, Health Department and Head Start guidelines. **E**
- Provide input into the development of the annual food services budget for inclusion in the district's annual funding plan. **E**
- Work with district's food service personnel to plan menu cycles of nutritional value for meals and snacks. **E**
- Provide input into the development of schedules, standards, and procedures for preparing and delivering meals to sites as required. **E**
- Prepare in-service training plans for all nutrition service personnel, classroom educational staff and parent groups. **E**
- Supervise the review of medical and developmental history of each child. **E**
- Review, evaluate and interpret health records, vital statistics and other data affecting health and nutrition, in order to assess needs and to plan and implements special programs or activities to meet these needs. **E**
- Counsel parents concerning general nutritional problems and design and conduct nutrition education for parents. **E**
- Conduct in-service training for center staff concerning nutrition education, and its impact on health. **E**
- Identify and mobilize local community agencies that can provide nutrition education/services to parents and programs staff. **E**
- Conduct monthly health and sanitation inspections for all Head Start classrooms food service activities. **E**

- Assure that non-food supplies are segregated and stored in locked containers or storage areas away from foods and out of reach of children. ***E***
- Participate in the Head Start Health Advisory Board meeting activities. ***E***
- Assure that all food products are stored and transported in adequate storage facilities at required temperatures. ***E***
- Conduct periodic observations of nutrition education in the classroom and provide direction for improving the classroom nutrition education program. ***E***
- Review and evaluate Nutrition Services component activities to insure conformance to Head Start Performance Standards and other State and local regulations. ***E***
- Interpret nutrition standards to staff. ***E***
- Assess any assigned nutrition personnel and make appropriate duty assignments. ***E***
- May purchase food and supplies for snacks.

*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.*

### **DISTINGUISH CHARACTERISTICS**

An incumbent in this class has the functional responsibility for the Head Start Nutritional Component Program working in cooperation with the district food service staff. This includes such things as long range menu planning, establishing inventory needs and related requirements, ensuring health standards are implemented and maintained, supervisory report preparation and record keeping, ensuring cost effective operations, establishing and conducting scheduled nutritional education for parents and staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of large scale food service management, food preparation, and program administration.

Methods of storing, heating and serving food.

Food values, nutrition, community health, and public health and sanitation and nutrition.

Administrative practices and budgetary processes.

Financial records keeping and cost control procedures.

General principles of supervision and training.

Menu planning.

Techniques and resources used in assessing and evaluating nutrition needs of children and families in the multi-cultural community setting.

Regulations regarding food service facilities.

#### **Ability to:**

Plan balanced menus.

Prepare clear and accurate reports.

Read, understand, and apply regulations or proposed regulations relating to food service programs.

Develop and conduct in-service planning program.

Speak clearly and effectively before individuals or groups.

Maintain accurate records.

Establish and maintain effective relations with others contacted in the course of work.

Recognize and correct safety hazards.

Understand and carry out oral and written instructions.

Operate a vehicle using legal and defensive driving techniques.

Plan, organize and conduct a variety of procedures and activities designed to ensure completion of goals and objectives, including program assessment procedures.

Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from a recognized college or university with a bachelor's degree, with a major in food nutrition.

**Experience:**

At least two years recent experience in industrial, institutional, or commercial quantity food preparation, dietetics, community nutrition and/or food sanitation, or at least one year as a supervisor of an industrial, institutional or commercial quantity food service program.

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

**SPECIAL REQUIREMENTS**

Must have a valid Class C California Driver's License, access to an automobile, and adequate automobile insurance, or have available private transportation at the time of appointment.

Must possess a current, valid license issued by the appropriate State of California agency for work as a registered dietician.

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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