

JOB ANNOUNCEMENT BULLETIN

NEIGHBORHOOD HOUSE ASSOCIATION

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



HEAD START COORDINATOR (NUTRITION) 9516-0714-OC

SALARY: **Range 57.0 \$29.32 – \$32.37 per hour**

EMPLOYMENT OPPORTUNITY: One Full-time position with NHA Head Start.

APPLICATION SUBMITTAL INSTRUCTIONS:

POSTED UNTIL FILLED

Application must be fully completed (per instructions), signed, and dated when submitted. Also attach official transcripts from an accredited college or university showing educational attainment to receive consideration.

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES & RESPONSIBILITIES:

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 dealing with the nutrition challenges of young children and their families, is preferred. At least one year of this experience should be in a supervisory position.

Knowledge of:

Principles of supervision; Head Start and NHA programs and functions; 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; 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 & Certifications:

Possession of a valid certificate as a Registered Dietitian issued by the Commission on Dietetic Registration is required; possession of, or ability to obtain, a valid Class C Driver's License is required; a good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required; must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

PHYSICAL & MENTAL DEMANDS:

The 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; occasionally required to climb, stoop, kneel, or crouch; frequently required to talk or hear; May be required to lift up to 50 pounds.

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. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department

FILING 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 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL:

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

BENEFITS:

Regular employees who work more than 20 hours per week are eligible for the following 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:

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

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.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.