

Open Position

Program:	Head Start Child Development Program – Ukiah, CA
Position:	Nutrition Services Coordinator I-II Current CA Driver License and Insurance Required.
Rate of Pay:	\$21.08 to \$22.43 per hour (Depending on Qualifications) Bilingual (Spanish/English) Pay Differential Available.
Hours:	40 hours per week, 12 months/year
Benefits:	401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays* Medical, Dental, Vision and Life Insurance* Employee Assistance Plan* <i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire) *Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. *Paid vacation and holidays for all regular status employees.</i>
Application Closing Date:	Open Until Filled
To Apply:	A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.
Submitting an Application:	By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

NORTH COAST OPPORTUNITIES
413 NORTH STATE STREET, UKIAH, CA 95482
JOB DESCRIPTION

POSITION:	NUTRITION SERVICES COORDINATOR I - II
PROGRAM/DEPARTMENT:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	HEALTH SERVICES MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA / IWC STATUS:	NON-EXEMPT
W/C CODE:	

I. GENERAL DUTIES AND RESPONSIBILITIES

This position is responsible for the implementation of the Nutrition Service Area, which includes providing comprehensive, integrated services to Head Start Child Development Program (HSCDP) children and families. Responsible for ensuring a system for accountability in the Child and Adult Care Food Program (CACFP) and Nutrition service area. Serves as a program resource for CACFP and the nutrition service area. Serves as a resource to staff, community, and parents. The primary duties of this position require a high level of collaboration, and excellent communication and organizational skills. This position requires knowledge of current Performance Standards and local nutrition resources as well as a high level of professionalism and emotional intelligence.

II. JOB DUTIES AND RESPONSIBILITIES

1. In collaboration with various staff, develops and maintains policies and procedures in nutrition services for implementation throughout the Head Start program in compliance with State and Federal guidelines.
2. Assist and participate in periodic revision of the service area plan. Monitors compliance with agency, state, and federal regulations.
3. Collaborate with cooks and education service area to support Food for Thought Curriculum and other support curriculum as needed.
4. Trains kitchen staff and monitors kitchen operations to compliance with health, safety, and nutrition according to state and federal regulations.
5. Provides feedback to Cooks' supervisors on staff implementation of CACFP and Performance Standards requirements.
6. Reviews nutrition assessments and coordinates with the Registered Dietician Consultant on identified HSCDP children. Provides necessary information to staff concerning children identified as needing follow-up support and/or referrals.
7. Develops menus to assure that meals meet children's daily nutritional needs according to Performance Standards, program healthy food policy and CACFP meal pattern. When necessary, obtains Registered Dietician Consultant approval of menus.
8. Reviews and monitors food budgets, temperature logs, and conducts CACFP site visits to ensure compliance.
9. Coordinates with parents, medical providers, and Registered Dietician and/or Health consultant as needed, to appropriately document all food allergies and develop special menus for children who need substitutions.
10. Maintains and updates resources and materials associated with service area.
11. Identifies, develops, coordinates, and facilitates training in the areas of nutrition and food safety for staff and families.
12. Provides coverage support in the health and safety service areas, when needed.
13. Oversees maintenance and ordering of kitchen equipment, appliances, and supplies, as needed.
14. Ensures sanitation and safety standards at food storage and preparation sites.
15. Attends community events and meetings to represent and advocate for HSCDP; develops collaborative relationships with community service providers to determine needs and services in nutrition.
16. Responsible for generating, collecting, and documenting Non-Federal Share Match.
17. Attends scheduled meetings, training, and conferences as necessary.
18. Aligns work behaviors in conformance with NCO's Mission, Vision, and Values.

19. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.

20. Work Habits:

- Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
- Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
- Can stay focused on the job.
- Takes pride in creating an efficient, collaborative work environment.
- Treats co-workers and clients with respect.
- Represents NCO and its programs to the community in a positive light.
- Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
- Dresses appropriately for the assigned job duties and responsibilities.
- Can effectively adapt to change.

21. Performs other duties as assigned or required.

III. JOB QUALIFICATIONS

Education, Training & Experience:

- A high school diploma or equivalent is required at a minimum; an associate degree from accredited school in a related field is required for Level II.
- A minimum of two years of recent experience working in a business office environment.
- Must have a minimum of CDV109 Child Health, Safety and Nutrition (or equivalent) and maintain a current Infant and Child CPR First Aid certification or complete these requirements within 12 months of hire.
- Additional experience or training in the following areas is preferred:
 - Organizing and facilitating training.
 - Experience in the areas of Health and Nutrition.
 - Experience preparing and serving meals.

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Computer operations related to the duties of the position including Microsoft Outlook, SharePoint, Word, and Excel, as well as general use of the internet and cloud-based applications.
- Head Start Program Performance Standards (preferred).
- Kitchen best practices and safety (preferred).

Ability to:

- Perform necessary math skills related to duties of the position.
- Communicate clearly and appropriately both verbally and in writing in English (required.); bilingual ability (Spanish/English) preferred.
- Understand and carry out oral and written instructions.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain cooperative, professional working relationships.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Use established systems to compile and analyze data.
- Perform data entry for short periods of time.
- Organize duties and tasks to meet established deadlines.
- Be effective working independently and as a collaborative team member.
- Work flexible hours for occasional scheduled weekend and evening activities.

Necessary Special Skills & Requirements:

- Must be at least 18 years of age.

- For work-related driving must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as the driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start Program and a licensed childcare facility
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors, and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones, and other similar electronic office equipment.
9. The environment can be noisy and include the comings and goings of small children and families.
10. The employee may occasionally use kitchen equipment and implements that can be heavy, hot, or sharp, as well as cleaning and sanitizing products.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.