

Tolowa Dee-ni' Nation

Position Description

Title: Nutrition Specialist
Class: Skilled
Status: Full Time
Supervisor: Head Start Program Manager
Effective Date: January 2010*

Department: Head Start
FLSA: Non-Exempt
Pay Grade: V (\$13.76 - \$19.41)
Subordinates: Assistant Cook

Position Summary:

Under the supervision and direction of the Program Manager, Nutrition Specialist the will provide support in the nutrition component of Head Start by cooking, cleaning and ordering supplies and shopping for preparation of site meals. Employee follows detailed instructions and procedures in accomplishing assignments. The Nutrition Specialist will also complete all necessary documents and remain in compliance with the CACFP, Head Start and CCDF program guidelines and requirements.

Essential Duties and Responsibilities:

- Prepare breakfast and lunch for a least 50 children, ages 3-5 years old.
- Provide bi-weekly nutrition education in classroom and to daily IMIL activities.
- Shop for groceries and kitchen supplies, maintain inventory of supplies.
- Complete menus, shopping lists, food budget, daily meals and other forms/documents necessary for accounting requirements.
- Adhere to sanitation and safety requirements of the nutrition component.
- Attend training conferences/meetings with site staff and parents to keep abreast of current requirements.
- Encourage parental/guardian involvement in nutrition program.
- Provide for safety of children.
- Implement cultural foods into menu planning.
- Prepare food and supplies for field trips.
- Attend all field trips to facilitate food distribution and assist staff.
- Maintenance of kitchen facilities, equipment and program.
- Ability to judge food quantity.
- All other duties as assigned by Program Manager or Program Coordinator.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

The Nutrition Specialist is responsible for the overall supervision of the children as needed, Assistant Cook, sub-cooks and parent volunteers, as it pertains to food handling.

Minimum Qualifications:

- Any combination of training and/or experience and education which demonstrates a potential to perform the duties of the position, including experience in cooking for larger

groups of people and training in nutrition and the ability to demonstrate sound and mature judgment.

- Must submit to and pass a criminal background and fingerprint clearance.
- Position requires occasional overnight travel. Requires the ability to drive seven (7) hours within a 24-hour period.
- Current physical exam/tuberculosis test clearance.
- Ability and knowledge to work with children, ages 3-8 years old, and meet Head Start, CACFP and CCDF standards of conduct and confidentiality.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret technical manuals and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Food handler's certification, knowledge of food program requirements, early childhood nutritional requirements, and quantity buying and cooking, kitchen equipment, six ECE units.
- Must possess and maintain a valid state-issued driver's license, submit to a Department of Motor Vehicles (DMV) driving history and be eligible for Tribal Vehicle Insurance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation, including fingerprint clearance, will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk and ascend and

descend steps. The employee must regularly lift and/or move up to 30-45 pounds and occasionally lift and/move up to 50+ pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____