

NUTRITION AND SAFETY COORDINATOR

REPORTS TO	Quality Assurance Specialist
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start/OPK
LOCATION	Admin
SUPERVISORY	No
FTE STATUS	80%-100% (9.5 - 11 months a year)
FLSA STATUS	Non-Exempt
SCHEDULE	M-F, 8:00AM-4:30PM
SALARY RANGE	\$27.26 -\$46.63 / Hour

PRIMARY PURPOSE

The Nutrition and Safety Coordinator is responsible for ensuring that children receive nutritious meals that comply with Head Start Performance Standards, CACFP and Oregon Childcare licensing regulations. This role is also responsible for overseeing the nutritional and safety components of the program, maintaining a safe and healthy environment for both children and staff across program's service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and maintain positive, professional relationships that ensure a high level of trust between coordinator and staff
2. Collaborate with center nutrition staff to develop an annual six-week cycle menu that meets all required nutritional and regulatory components.
3. Prepare two distinct versions of the six-week cycle menu: one for nutrition staff to support accurate meal preparation and another formatted for distribution to families.
4. Review monthly menus cooks turn in with food substitutions to ensure all components meet program requirements.
5. Support classroom-based cooking activities that align with educational goals, promote hands-on learning, and reinforce nutrition concepts for children.
6. Assist centers in delivering effective nutrition education to children and families promoting healthy eating and lifelong wellness.
7. Provide individualized and small-group training and technical assistance to nutrition staff.
8. Ensure that children with allergies, disabilities or special dietary needs have all required documentation accurately completed and are provided with appropriate accommodations in accordance with regulatory guidelines and individual care plans.
9. Complete required USDA site monitoring visits ensuring program is meeting requirements.
10. Complete the program procurements yearly following CACFP guidelines to ensure the program is receiving the best price possible.
11. Monitor monthly health and safety checklists ensuring environments are safe for children and staff including cleanliness, clutter free, organized and welcoming.
12. Participate in Agency Safety committee and complete all program building safety inspections.
13. Oversee and support the program's Emergency Response and Recovery plans.
14. Purchase program wide first aid kit supplies.
15. Monitor program incident reports and report to leadership any trends to ensure a safe environment for children.

16. Collaborate with admin to develop and maintain the program disaster preparedness plan template. Ensure sites are updating annually.
17. Maintain respect and positive communication regarding all children, families, and staff.
18. Assist in the gathering, use, and monitoring of program data to drive quality improvement.
19. Maintain good working relationships with community agencies and individuals.
20. Work in a cooperative manner with all staff and program committees to ensure a team approach to the delivery of services to the families and children in Head Start.
21. Must maintain a working knowledge and implement program plans, policies and Head Start Program Performance Standards.
22. Fulfill requirements as a Mandatory reporter.
23. Other duties assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
3. Support in the evaluation and planning of program goals and plans.
4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
5. Maintain professionalism in dress and manner: Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.
6. Ensures and maintains strict confidentiality of all sensitive information.
7. Facilitate and take an active part in teacher collaboration activities and planning times.
8. Assist in general classroom observations, providing feedback and guidance as requested.

Code of Conduct:

Perform all work in compliance with program plans, policies Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested

JOB/BEHAVIORAL COMPETENCIES

1. Experience and education in children's learning styles.
2. Evidence of organizational skills with attention to detail.
3. Must have a current pediatric and adult First Aid/ CPR cards.

4. Must have an Oregon Food Handler's Card.
5. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
7. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
8. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
9. Must have intermediate knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
10. Ability to work with families from a diverse population.
11. Ability to de-escalate situations effectively, and to problem solve efficiently and bring issues to resolution.
12. Ability to return to task quickly and maintain a high attention to detail despite constant interruptions.
13. Ability to effectively communicate positively, respectfully, sensitively and confidentially in a professional manner with children, families, community partners and co-workers in both verbal and written format.
14. Make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities. Utilize problem identification and resolution techniques. Establish and maintain records, reports and statistical data. Maintain confidentiality. Remain calm and use good judgement during confrontational or high-pressure situations. Courteously meet and interact effectively with coworkers, children and families as well as the public.
15. Effective organizational and record keeping, use of computers and a variety of software applications. Understanding effective mentoring and modeling strategies.
16. Ability to adapt to the organization's changing needs.
17. Strong analytical and problem-solving skills, and understanding of "client-centered" support and services.
18. Knowledge of early childhood development best practices, including supporting inclusion and positive behavior interventions and supports (PBIS).
19. Friendliness, empathy, and respect for staff balanced with the ability to individualize according to learning style and background.
20. Evidence of ability to work in a cooperative team manner including directly with management and to follow directions and program policies.

COACHABILITY - JOB DESCRIPTION ESSENTIAL FUNCTION

1. Complete designated job tasks, special projects and all other duties as assigned to meet team, department, and Community Action Team, Inc. goals, while working cooperatively, efficiently, and productively in a team environment.
2. Actively demonstrate high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.

COACHABILITY – JOB DESCRIPTION KNOWLEDGE, SKILLS ABILITIES

1. **Growth Oriented** - Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of Community Action Team, Inc policies, protocols, and performance expectations. Demonstrate initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers. Actively pursue professional development opportunities to add value to Community Action Team, Inc, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing utility industry.
2. **Accountable** - Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well. Work cooperatively in a team environment, while consistently demonstrating collaborative, respectful and productive work habits.
3. **Coachable** - Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance of negative behaviors are raised, incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

MINIMUM QUALIFICATIONS AND EXPERIENCE
Minimum:

1. Baccalaureate or advanced degree in in one of the following: Nutrition, Public Health, Health Education, Early childhood Education (with health/nutrition focus) or related field.
2. Training, knowledge and experience in adult learning styles
3. Must have two or more years' experience in child nutrition or health/safety coordination.

PREFERRED:

1. Experience in Head Start.
2. Registered Dietitian or Certified Health Education Specialist
3. Coursework in food safety, child nutrition and occupational safety.
4. Familiar with OSHA, CACFP, Head Start Performance Standards, and state childcare licensing regulations is highly valued.

PHYSICAL DEMAND

☐ Lifting	☐ Pulling	☐ Reaching	☐ Manipulating
☐ Carrying	☐ Pushing	☐ Shoveling	☒ Keying/typing
☐ Other (specify)			

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.				X

Between 5 & 25 lbs.	☒			
Between 25 & 60 lbs.	☒			
More than 60 lbs.	☒			

☒ Sitting	☒ Standing	☒ Walking
☒ Stooping	☒ Bending	☐ Confined
☐ Other (Kneeling)		

MENTAL OR VISUAL DEMAND

☐	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
☐	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
☒	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.
☐	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
☐	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

WORKING CONDITIONS

☐ Dust	☐ Dirt	☐ Heat	☐ Cold
☐ Fumes	☐ Noise	☐ Vibration	☐ Water
☒ Other (Indoor)			

☒	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
☐	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
☐	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
☐	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
☐	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 8:00 AM – 4:30 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS

Non-Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

☐ Executive/Senior Level Managers (1.1)	☐ First/Mid-Level Managers (1.2)	☐ Professional (2)	☐ Technician (3)
☐ Sales (4)	☐ Administrative Support Workers (5)	☐ Craft Worker (6)	☐ Operative (7)
☐ Laborer (8)	☐ Service Worker (9)		

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>