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# GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title:	Registered Dietitian	Status: Non Exempt
Department:	Head Start	Date Approved: November 2016
Reports To:	Head Start Program Director	Approved By:
Revised:	November 2016	

## Primary Purpose of Job Summary

Responsible for the management of the Nutrition Services in ten counties to comply with all regulations established by the Child and Adult Care Food Program within the South Carolina Department of Social Services. Head Start Performance Standards, and DHEC regulations.

# Essential Duties and Responsibilities include the following other duties may be assigned.

- 1. Develop, implement, and monitor a system for the following: Identification of nutritional needs for each child; Ensuring and documenting/tracking that nutritional intervention has been provided for and facilitated for children and families with nutritional problems or concerns.
- 2. Spearhead the formulation of the program's Nutrition Needs Assessment.
- 3. Act as a collaborative liaison for the program with other community Food and Nutrition agencies, such as the WIC Program, Cooperative Extension Program, and USDA's Child and Adult Care Food Program. The Registered Dietitian would assist the program in recruiting community nutrition professional to participate in the Health Services Advisory Committee. The registered dietitian would facilitate cooperative agreements, as indicated between the Head Start program and the appropriate community nutrition agencies.
- 4. Evaluate CCFP Manager annually.
- 5. Design menus and review menus to ensure that both USDA's Child and Adult Care Food Program and Head Start Performance Standards are met by the meals and snacks served. Will sign-off on the menus and date them.

- 6. Modify menus as needed to ensure that the individual nutritional; needs of each child are met by meals and snacks.
- 7. Spot check kitchens and classrooms with the CCFP Manager conduct on-site kitchen and classroom spot checks to ensure that food is prepared in a safe and sanitary manner, and that Head Start and USDA's requirements are being met (includes: Family style meal service, all meal components are being provided, children are involved with the meal service setting the tables, etc).
- 8. Ensure that nutrition-related training is provided for staff (nutrition employees, classroom staff, support staff, and administrators).
- 9. Ensure that nutrition training is provided for Head Start families, including information on meal planning and stretching food dollars.
- 10. Over-site on monitoring the program to ensure it conducts business with only license food vendors/caterers, and that all compliance with federal, local, state, tribal and migrant food sanitation and safety laws are current and posted.
- 11. Work with the Early Head Start and Child Develop, Head Start staff to ensure that relevant nutrition activities are part of the classroom curriculum.
- 12. Be responsible for training Case Workers regarding how to work with families to identify nutritional needs.
- 13. Counsel families individually or in groups regarding the specific nutritional needs of their children.
- 14. Provide input, as needed, regarding the ordering of classroom materials and supplies relating to nutrition.
- 15. Ensure that families have input into menus served to the children.
- 16. In Early Head Start, ensure that breast milk and formula provided are stored and handled properly.
- 17. In Early Head Start, will work with the program's management staff to have a system in place to ensure that pregnant women receive appropriate nutrition counseling, as well as information on and support if breastfeeding.
- 18. Attend all meetings, training sessions, and conferences as assigned by management.
- 19. Perform other related work and acquire related job skills as by management.
- 20. Conduct assessments of Head Start/Early Head Start children. Including taken and/or evaluating weight/height, blood work and blood pressure. Make needed recommendations

## Accountability

#### For the effectiveness of Nutrition Services

Education and training, counseling, nutrition needs assessment, and collaboration with other nutritional agencies.

#### **Supervisory Responsibilities**

CCFP Manager and all related nutritional functions.

## Qualifications

Must have a current registration with the Commission on Dietetic Registration of the American Dietetic Association or be eligible, registered and ready to take the examination OR a Master's degree (MPPH or MS) from an approved program in public health nutrition may be substituted for this registration.

#### **Equipment and Machines**

Kitchen equipment and appliances, personal computer, calculator.