

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.