



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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**Cynthia W. Burton**  
Executive Director

September 13, 2021

## **JOB ANNOUNCEMENT**

**Title:** Nutrition Coordinator

**Location:** Tuscaloosa

**Employment Classification:** Regular, Full-Time, Non-Exempt, Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Pay rate starting at \$16.10 per hour. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**DEADLINE to apply:** Monday, September 27, 2021, at 6:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama Job Description

**Job Title:** Nutrition Coordinator

**Division/Department:** Head Start (HS)/Early Head Start (EHS)

**Reporting Relationship:** Head Start Director

**Employment Classification:** Regular Full-Time, Non-Exempt, Safety-Sensitive

**Grade/Salary:** Head Start Pay Grade 6: \$16.10 - \$23.45 per hour

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### Summary of Position

The Nutrition Coordinator performs functions which develop and implement a quality comprehensive HS/EHS nutrition program in accordance with all Federal, State, County, Municipal and Agency requirements and guidelines. The Coordinator monitors and ensures appropriate menus and food preparation for all meals and snacks served in HS/EHS Centers and provides information and training to educate families of proper nutrition and food preparation methods.

**Essential Duties:** *(Supervisor may assign additional duties.)*

- ◆ Coordinate child nutrition programs at all HS/EHS Centers that meet nutritional needs of and accommodate the feeding requirements of each child, including those with special dietary needs and children with disabilities.
  - Monitor all aspects of the nutrition programs at all Centers.
  - Develop and/or review menus for all HS/EHS Centers.
  - Make and approve menu changes when necessary.
  - Review and approve food service orders.
  - Plan, develop and conduct nutritional training for HS/EHS staff, parents and volunteers.
  - Serve as liaison between nutritional consultant and Head Start staff, management staff and nutrition staff.
  - Monitor meal counts.
  - Monitor attendance using the data system and collaborate with the ERSEA/Health Coordinator to address any concerns.
  - Assure that meal counts, attendance reports and invoices are timely and accurately submitted to the Fiscal Department for USDA billing.
  - Complete USDA application for reimbursement funding.
  - Provide direction to center staff who implement and manage food service operations and encourage family style meals.

- Assure that nutrition programs/food service operations comply with all Federal, State, County, Municipal, Agency and local Health Department requirements and guidelines.
- Develop bid specifications, solicit and evaluate bids for Food Service Establishments and vendors.
- Participate in decision-making related to the Food Service Establishment and food vendor contracts.
- Establish budget projections and analysis for the child nutrition program.
- ◆ Collaborate with program Coordinators to provide information, support, programming and follow-up for special needs children and families.
- ◆ Serve as a resource for staff who develop or deliver nutritional training to enrollees and parents.
- ◆ Document prescriptive recommendations in the data system related to child nutrition.
- ◆ Monitor data system entries and documentation related to food allergies and/or restrictions
- ◆ Recruit volunteers and in-kind donations.
- ◆ Recruit eligible Head Start/Early Head Start enrollees.
- ◆ Attend required nutrition and education workshops and trainings.
- ◆ Follow communicated directions and instructions regarding work assignments and procedures.
- ◆ Follow safety guidelines and maintain a safe working environment.
- ◆ Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- ◆ Actively contribute to a positive teamwork environment.

**Supervisory Requirements:**

Previous work leadership experience is necessary.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- Minimum three years' experience implementing a nutrition program for infants, toddlers and pre-school age children.
- Bachelor's degree in Food and Nutrition or related field, with coursework in life-cycle nutrition, is preferred.
- Experience in working with disadvantaged children and their families.
- Ability to effectively utilize electronic reporting software and Microsoft Office products.
- Solid working knowledge of planning, delivering and monitoring nutritional programs for children.
- Must meet State and Federal suitability criteria for employment and/or certification/licensure.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile and ability to successfully complete an MVR background check.
- Registered Dietician or Registered Nutritionist credential.

**Language Skills:**

- Ability to develop and conduct comprehensive, effective in-service training workshops.
- Ability to communicate effectively to diverse populations using spoken and written language.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide whole numbers, fractions, decimals and percentages to accurately compute solutions based on large amounts of similar information.
- Ability to recognize mathematical anomalies and to audit and troubleshoot mathematical calculations.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to work independently without direct supervision.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the

Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Supervisor may assign additional duties.**

Revised: July 2011

Revised: July 2013

***Reviewed by Board of Directors 12.03.2015***

*Reviewed by Board of Directors 01.19.2017*

Revised: 02.15.18

*Reviewed by Board of Directors 03.15.18*

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REV. 6.30.2020

*Reviewed by Board of Directors 03.18.2021*