



# Nutrition Assistant

Date: 08-19

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**Reports to:** Nutrition Services Coordinator

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Non-exempt

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## POSITION SUMMARY:

Assist the Nutrition Services Coordinator to monitor and supervise all nutrition services throughout the Early Childhood program. Monitor kitchens to ensure appropriate and safe meals are served throughout the program. Have or obtain knowledge of the Department of Health rules, Child and Adult Care Food Program (CACFP), and regulation and Head Start Program Performance Standards. Gain knowledge of proper food preparation, temperature control, sanitation, and portion sizes. Help train new cooking staff. When applicable, and as assigned, substitute for other absent staff to insure appropriate adult/child ratio is maintained.

## ESSENTIAL FUNCTIONS:

- Assist the Nutrition Coordinator to fulfill the implementation of nutrition objectives of the Child and Adult Care Food Program (CACFP) regulations and Head Start Program Performance Standards
- Conduct monthly center visits to monitor quality of food series as assigned by the Nutrition Coordinator
- Provide positive role model during mealtimes, and food activities offered in the classroom setting
- Ensure the implementation and continuity of all nutritional activities in the centers and home base settings as required
- Monitor all cooking areas and equipment to ensure clean and sanitary measures are followed
- Assure classroom staff assign child helpers assigned to assist with meal service
- Provide supplies and equipment as needed for daily cooking activities
- Monitor the quality of foods in accordance with prescribed scratch cooking recipes following the established monthly menus provided by Nutrition Service Coordinator.
- Contact Nutrition Service Coordinator for guidance if the menu must be modified.
- Complete production sheets and other records as required.
- Prepare foods for special events as needed
- Provide training on the preparing of special diets according to prescribed standards
- Educate customers on nutritional values and food groups.
- Report any malfunctioning kitchen appliance to maintenance
- Work with teaching staff to develop a plan to work with "kitchen helpers" for preparing tables and dining areas for meals and cleanup
- Follow current CACFP guidelines and expectations
- Ensuring proper documentation of daily meal or snack
- Monitor to ensure the daily schedule is followed and allow children the opportunity to make choices in learning experiences
- Interact with children in ways that facilitate the development of expressive language and thought
- Demonstrate realistic expectations about children's attention spans, interests, social abilities, and physical needs
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Program Performance Standards, Licensing Requirements, CACFP, and Program Policies.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.

- Work with Nutrition Services Coordinator to help train new cooks.
- Work cooperatively and appropriately with volunteers, professional partners and co-workers.
- Attend mandatory In-Service trainings and staff meetings.
- Report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### **Essential:**

- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt to change.

### **Desired:**

- Previous cooking experience for groups of 20 or more.

## **EDUCATION AND QUALIFICATIONS:**

- High School diploma or GED is required. Prefer 2 years' experience of kitchen management and /or food preparation
- Obtain First Aid and CPR certification within 30 days.
- Successfully complete a physical exam and TB skin test before beginning employment.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
- Must possess basic math skills to compute accurate CACFP records.
- Must possess time management skills to prepare and serve food in accordance with schedule.
- Have reliable transportation to serve entire service area.
- Have reliable contact capabilities (i.e. telephone) for "call-in" needs.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here 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 functions:

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Stand for extended periods of time, walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

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Supervisor Signature

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Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

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Employee Signature

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Date