

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Nutrition Specialist
Program:	RV Cares
FLSA Class:	Non-Exempt
Position Accountable to:	Director, Executive Director
Position(s) Accountable for:	None
Purpose of Position:	Prepare and serve healthy, nutritious, and appealing food to children and staff at designated times
Educational Requirements:	High school diploma or GED
Experiential Requirements:	Paid experience as a cook preferred
STARS level:	II
Additional Training required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	<ul style="list-style-type: none"> • STARS certification • CPR and First Aid certification • Physical Examination • TB Test • Drug Test • Non-smoker • Medication Administration Certification • Criminal Background Check (CIB) • Child Protective Services (CPS) check • Food Handlers
Additional Training as required by:	<ul style="list-style-type: none"> • National Association for the Education of Young Children (NAEYC) • WVDHHR Licensing Regulations • River Valley Child Development Services • USDA Child and Adult Food Care Program (CACFP) • Cabell County Pre-K

Required Knowledge, Skills, and Abilities

Knowledge of safety issues relevant to food preparation.

Skills in positive communication.

Revised: 4/28/14

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File Name:

Skills in time management.

Ability to be reliable, responsible, and dependable.

Ability to lift packages of food in bulk.

Ability to compile routine statistics and do mathematical calculations.

Ability to organize environment.

Ability to plan and prioritize work.

Ability to provide excellent customer service.

Ability to use correct grammar in oral and written communication.

Ability to embrace lifelong learning.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency, as well as with families and children served.

Keep supervisor informed on all relevant matters.

Follow the National Association for the Education of Young Children (NAEYC) standards.

Follow WVDHHR Licensing Regulations.

Follow USDA CACFP requirements.

Follow guidelines set forth in Infant Toddler Environmental Rating Scale (ITERS) or Early Childhood Environmental Rating Scale (ECERS).

Any other duties as assigned by the Executive Director or Center Director.

Program

Related to staff:

- Foster supportive and productive work climate among classroom staff.
- Work cooperatively with classroom teachers by including special foods for nutrition education with the menus
- Provide foods and equipment for cooking experiences.
- Request equipment repairs and consumable supplies in timely manner.

Revised: 4/28/14

File Name:

- Work successfully in a team environment.
- Positively communicate with staff daily in a professional manner.
- Participate in regular staff and teacher meetings.
- Contact Center Director if problem arises that he/she cannot handle.

Related to children and families:

- Provide regular, professional communication to families.
- Serve breakfast, lunch, and snack as family-style meals.
- Communicate positively with children.
- Understand and adhere to mandated reporting.
- Maintain high level of confidentiality.
- Maintain professional relationships and positive rapport with families.
- Assist in classrooms as needed, including covering teacher planning and break times.

Related to kitchen duties:

- Compile menus and written documentation as required by licensing authorities.
- Successfully pass Health Department inspections.
- Maintain accurate and detailed food production records as required by CACFP. Update book daily.
- Plan weekly menus, as needed, in cooperation with Center Director and according to standards set by the Child and Adult Care Food Program (CACFP) and the Cabell County Health Department; compile and maintain files of menus, including menu changes.
- Post menus weekly and distribute to classrooms.
- Prepare nutritious and appealing food for breakfast, lunch, and snack and serve at specific time.
- Operate all kitchen equipment safely.
- Maintain sanitary, clean, and safe kitchen according to requirements of Health Department and accrediting boards. This includes cleaning all equipment, appliances, and storage units; wash all dishes and utensils used in preparing, serving, eating, and storing food.
- Organize and maintain a perpetual inventory of foods, supplies, and equipment. This includes labeling and dating all food entering the kitchen.
- Modify menus to accommodate children with Special Dietary Needs forms.
- Regular travel within an assigned region.
- Prepare grocery shopping lists and obtain director approval prior to making any purchases.
- Weekly shopping at approved locations for food and other supplies as requested by Center director.

Related to record-keeping:

- Arrive on time.
- Clock in and out daily.
- Record and submit accurate CACFP food records
- Submit accurate timesheet no later than due date, which requires some computer competency.

- Submit travel reimbursement by 1st of each month.
- Submit all receipts for purchases the same business day the purchases are made.
- Complete accident reports as needed.
- Complete temperature log for refrigerator daily.
- Evaluate Center Director annually.

Employee Signature

Date