

accordance with established standards of nutrition, health, and sanitation for the Head Start centers in the SEARPDC area of responsibility. The employee collaborates with contract dietitians to plan nutritious meals and snacks for Head Start and Early Head Start (HS/EHS) students, parents, and teachers. The employee performs administrative tasks in support of the food preparation process, including documentation maintenance of records. The employee manages safety to include performing site inspections, securing and managing contractors and vendors, and promoting incident prevention. The employee also oversees the hazardous waste storage area, corrects hazards, and assists in emergency response. The employee is also tasked with developing methods and procedures for observing and evaluating children's growth and development, completing and submitting surveys and reports, and screening children as needed. Employee will conduct pre-service and in-service staff training in health, safety, and nutrition as needed.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability, which is covered by the ADA, must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Head Start (HS) and Early Head Start (EHS). Employee supervises and monitors the Child Nutrition Program according to the Head Start Program Food Prep Performance Standards (HSPPS), the ALDOE, and USDA Child Nutrition Program (CNP/CACFP), and the Alabama OHR Child Care Licensing

1. Monitors Food Service compliance with CNP and health department regulations including ServSafe certifications for center employees involved in Food Service, assists Disabilities Service Manager in ensuring Food Service compliance with ADA and Individuals with Educational Disabilities Act (IDEA).
2. Monitors each HS/EHS center monthly for compliance to the HSPPS, the CACFP, and OHR.
3. Integrates nutrition elements into classroom educational plan.
4. Maintains central office records pertaining to nutrition services for all HS/EHS centers including USDA/CNP required documents: the Required Daily Record; Daily Meal Count Record; Monthly Meal Count Record; Monthly Enrollment and Meal Count Record and Race and Ethnicity documents.

5. Creates cyclical menus and production records annually.
6. Coordinates and acquires approval of menus from contract dietician; creates and processes annual contracts for a School to provide meals for all non-onsite meal prep HS/EHS centers.
7. Places grocery orders every two weeks for the centers performing on-site meal preparation.
8. Processes monthly CNP/CACFP reports for meal reimbursement through the ALDOE online application and maintains all supporting records.
9. Updates and edits center calendars periodically, OHR licenses, and Board Member lists through online applications.
10. Completes the CNP/CACFP annual recertification for participation in the USDA CACFP.
11. Develops training for new and current Food Services employees.
12. Provides all center staff annually with the required documents that are to be completed monthly associated with the USDA-CACFP.
13. Conducts training on nutrition as needed.

ESSENTIAL FUNCTION: Safety and Facilities. Oversees and manages safety programs and processes.

1. Performs HS/EHS facility EHS inspections; walks the HS/EHS sites on a regular basis to establish EHS presence and provide support.
2. Evaluates personal protective equipment (PPE) and ensures proper use and maintenance of PPE.
3. Maintains knowledge and enforces compliance of regulatory requirements (i.e., OSHA, EPA, ADA, etc.), including OHS and OHR policies and procedures.
4. Secures and manages contractors/vendors regarding fire and life safety systems.
5. Secures and manages facility contractors for center sites.
6. Promotes incident prevention for the benefit of employees and visitors.
7. Observes OHS and OHR standards/regulations.
8. Encourages safe working practices. Coordinates the purchase, proper use, maintenance, and inspection of necessary safety and personal protective equipment.

9. Corrects obvious hazards immediately or reports them to the proper personnel.
10. Oversees hazardous waste storage area and ensure regulatory agency compliance i.e., labeling, containment, proper disposal, documentation, etc.
11. Assists in emergency response and provide first aid treatment.
12. Oversees Behavior Based/ Observation Safety Programs.
13. Assists with the development of Job Hazard Analysis (JHA).
14. Follows fall protection program guidelines; inspects all fall protection equipment and maintain inspection records.
15. Participates/leads organization safety committee.
16. Conducts training on safety as needed.

ESSENTIAL FUNCTION: Health Programs and Services. Employee provides a wide range of health programs and services for staff and service recipients.

1. Develops health programs and services that maximize the benefits and participation in Head Start programs.
2. Provides guidance and training to staff regarding available health programs and services.
3. Ensures that Head Start program goals are observed and achieved.
4. Conducts pre-service and in-service staff training in health.
5. Develops methods and procedures for observing and evaluating children's growth and development.
6. Assists support staff regarding classroom requirements.
7. Monitors FSS & Center Directors data input in ChildPlus system.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of SEARPDC rules, regulations, policies and procedures.
2. *Knowledge of SEARPDC organizational programs.
3. Knowledge of early childhood nutrition, development, and education.
4. Knowledge of health and nutrition related services to the community.
5. Knowledge of Department of Health and Nutrition regulations.
6. *Knowledge of local (public and private), state, and federal programs and services for people health problems or needs.

7. *Knowledge of the e-DECA system and other digital systems used in providing programs and services.
8. Knowledge and enforce compliance of regulatory requirements (i.e., OSHA, EPA, ADA, etc.), including OHS and OHR policies and procedures.
9. Knowledge of safety rules including accident causation and prevention.
10. Knowledge of desktop computer systems and computer peripheral equipment.
11. Knowledge of desktop office productivity applications (i.e. MS Office).
12. Knowledge of IT troubleshooting techniques and procedures.
13. Knowledge of modern office practices.
14. Recognize and effectively respond to the various physical, intellectual and emotional needs of young children.
15. Effectively supervise children in various activities.
16. Ability to serve as a positive role model.
17. Ability to maintain composure in emergency situations and administer first aid for minor injuries and/or accidents.
18. Communication skills to effectively communicate internally and externally, both orally and in writing and maintain effective working relationships and open communication with families and staff.
19. Verbal skills to communicate effectively with supervisor, co-workers, and public.
20. Writing skills to clearly and neatly complete routine forms records, and correspondence using correct English, grammar, punctuation, and spelling.
21. Ability to deal with all contacts in a courteous and patient manner.
22. Ability to maintain the highest level of confidentiality.
23. Ability to multi-task, organize, and prioritize responsibilities.
24. Ability to work independently with a minimum of supervision.
25. Ability to use computers and office productivity software.
26. Ability to use modern office methods, techniques and equipment.
27. Ability to use multi-line telephones.
28. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in education, health and safety sciences, nutrition, or closely related field from and accredited university is required.

2. A minimum of one (1) year practical work/training in nutrition programs, food preparation or related field.
3. Minimum of two (2) years' work experience with children in the form of education, developing or delivering health services and programs to families, or in a health and safety role.
4. A minimum of one (1) year supervisory experience
5. Possess a current and valid driver's license.
6. Ability to work nonstandard hours.
7. Ability to travel out of town and locally.
8. Ability to pass all DHR required background checks to include, but not limited to, CA/N Clearance, ABI/FBI check, Medical Physical, MVR, Pre-Employment Drug Screen and TB test.
9. Ability to obtain and maintain ServSafe Certification

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting and carrying equipment. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting and carrying up to 40 pounds; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneel, bend at the waist, and sit on the floor in order to be at the child's height; reach overhead above the shoulders and horizontally to retrieve and store files and supplies; driving a vehicle to conduct work; seeing to conduct inspection of data; lifting of record boxes; and stooping, bending, squatting, and kneeling in activities with small children; understand speech at normal levels. Generally the job requires 40 percent sitting, 40 percent walking, and 20 percent standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere. Office environment: frequent interruptions. Outdoor environment: drive a vehicle to conduct work, visit other school sites; travel to other organizations and companies, meetings and/or workshops. Inspect schools inside and outside.