



PINELLAS COUNTY HEAD START/EARLY HEAD START

2210 Tall Pines Drive, Suite 200

Largo, FL 33771

Phone: 727-547-5979/Fax 727-535-6013

Nutrition Coordinator

Head Start Child Development & Family Services, Inc. reserves the right to consider agency employees and parents for placement in vacant agency positions prior to publicly advertising job vacancies.

Location Administration - Largo

Description Coordinates the development and implementation of a nutritionally sound food service program that is in compliance with USDA/CCFP procedures for all children in the Head Start/Early Head Start Program.

Job Responsibilities

- Plans menus in order to provide nutritious meals in conjunction with registered dietitian.
- Acts as a consultant to supervise and train food service personnel to maintain qualified staff
- Purchases all food and food service supplies to provide quality food for the children.
- Oversees the compliance of all local, state, and national food service rules and regulations as well as the USDA paperwork to maintain a safe and sanitary environment and ensure funding.
- Attends local, state, regional, and national conferences to maintain current best practices and laws.
- Coordinates deliveries of food and food service supplies from the warehouse.
- Composes and implements MBO's and work plans.
- Conducts regular center visits to ensure proper food service techniques and procedures are being used.
- Provides nutrition education to staff, children and families for compliance with performance standards
- Prepares and monitors all food service bids to maintain compliance with federal regulations.
- Confers with parents about the nutritional status of their children.
- Coordinates payments of food bills and USDA reimbursements with finance department.
- Coordinates catered meal service.
- Negotiates contracts for catering, food purchases, etc.
- Performs other related duties as assigned by management

Required Qualifications

- Two year or four year college degree in Nutrition, Home Economics, or a related field. Two (2) years experience managing a USDA food program or managing a school food service program, two (2) years experience in large quantity food preparation techniques and two (2) years supervisory experience in a school setting or institutional food service setting. Any equivalent combination of education, training and/or experience is acceptable.
- At employment required to obtain a physical examination including a TB test
- Must be insurable by the agency's automobile insurance carrier

Additional Information

Position Type: Regular Full Time

Salary: \$15.44 - \$23.78/hr.

EEO/DFWP

Contact: To apply contact Human Resource Department at 727-547-5979 or fax resume to 727-535-6013.

Posted: 09/17/09 Closing: 09/24/09

Note: We will not contact your current or past employers to verify any of the information contained in the fax/mail resume submission until you have completed the Agency's official application form.