



Employment Opportunity
Butler County Educational Service Center
April 15, 2019

POSITION: Nutrition Specialist

DESCRIPTION: The Nutrition Specialist is responsible for all special diets at the assigned sites. This person will follow through with all doctor notes and make appropriate food substitutions for any child requiring a special diet. They will assist with the assessment of the nutritional status of all children enrolled in the Head Start program, ensuring that food of high nutritious quality is provided for all children. She/he will also assist with providing nutrition education programs for Head Start children families, and staff in accordance with Head Start performance standards, Ohio Preschool Program licensing rules and regulations, USDA, and BCESC policies and procedures. She/he will monitor diets and substitutions for children with special allergy or religious needs.

QUALIFICATIONS:

- Associate or Bachelor's degree required, degree in nutrition field preferred.
- One (1) year nutrition or food service experience preferred.
- Some supervisory experience preferred.
- Willingness/ability to work as a team member.
- Good organizational skills.
- Willingness to travel to Preschool sites throughout Butler/Preble Counties frequently, and have a good driving record.
- ServSafe certified or ability to obtain certification.
- History of good job attendance.
- Must pass criminal background check, and be free from communicable diseases.

ESSENTIAL FUNCTIONS:

- Responsible for making special diet menus and daily food substitutions for children with special diets.
- To assist with planning menus for on-site food preparation centers and snacks for centers as needed.
- Monitor all sites three times a year to assure compliance with CACFP requirements for reimbursement.
- To assist with compiling monthly USDA reimbursement information.
- To assist with assessing the nutritional status of all children enrolled in the program.
- To assist with the supervision of food service personnel, providing ongoing training, and assure compliance with Head Start standards, BCESC and local county regulations related to food sanitation, health, and safety.

- To assist with the planning of nutrition education.
- To assess quantities of food required, prepare food orders, and place orders as needed.
- To assure that all appropriate staff are on site to implement food service activities.
- To assist with the hiring of nutrition component staff.
- To prepare and review for accuracy written reports submitted to the Nutrition Manager, including receipts, inventory, and USDA forms.
- To comply with state and federal regulations that pertain to the position (e.g. USDA, CACFP, ODA, OSHA, OCR).
- To assist with food prep and/or help with putting the delivery truck or materials away as needed.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality in district matters.
- To report the presence of unauthorized or atypical visitors.
- To continuously update and improve professional competence.
- To perform other duties consistent with the position as assigned.
- Ability to consistently lift 30 pounds, and to reach, bend or squat to perform job functions.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, inventory procedures, quantity food cooking, safety and sanitary requirements, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, interpret recipes and packaging labels, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight up to 30 pounds.

Skill in: Basic math, English and communications, computers, and operation of standard cafeteria/cooking equipment.

EQUIPMENT OPERATED:

Computers and standard cafeteria/cooking equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to heavy equipment, blood, bodily fluids and tissue, dust, electrical hazards, extreme heat or fire, fumes, and irritating and hazardous chemicals. Required to be on call.

Periodic: Exposure to inclement weather driving conditions and severe weather, unruly children/adults.

Frequent: Attends functions or performs duties outside normal working hours.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: August or as soon as possible
SALARY: \$12.46 - \$16.99 based upon experience and education
BENEFITS: Excellent benefit package available for all full time employees
WORK YEAR: Full Time – 185 days
DEADLINE: 4/22/19 for internal candidates; until filled for all other applicants
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.