

Nutrition Services Manager	Nutrition Services Manager
Employer/ Agency	Harris County Department of Education
Job Description	<p>Primary Purpose:</p> <ul style="list-style-type: none"> • Manage and implement nutrition and food services in accordance with Head Start Program Performance Standards, the Child and Adult Care Food Program (CACFP) requirements, and other pertinent federal, state, and local guidelines.
Qualifications	<p>Qualifications: Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited university in Nutritional Sciences, Dietetics, Human Nutrition, Food Sciences or related field • Registered/Licensed Dietitian required <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Strong critical thinking and decision-making skills • Ability to identify and solve problems • Ability to effectively coordinate services for young students and their families • Ability to interact with diverse populations • Proficiency with a variety of software, including Microsoft Word, Excel, PowerPoint, Publisher, and Access • Bilingual (English/Spanish) speaking skills preferred <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of five years of experience in community, public health or school nutrition or related nutrition practice • Minimum of three years of experience supervising nutrition services programming and food service personnel • Experience with pre-school, toddler and infant nutrition <p>Major Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Provide leadership to the Head Start staff, foster

	<p>teamwork, and encourage active involvement in implementing the HCDE Head Start mission, vision and values.</p> <ul style="list-style-type: none"> • Serve as a member of the Head Start management team, overseeing the planning, implementation and monitoring of Head Start at all levels, with particular responsibility for the nutrition and food services components. • Ensure the implementation, compliance and renewal of all aspects of the Child and Adult Care Food Program (CACFP). • Develop and manage all aspects of the program's food services component, including menu and special diet development, permits, licenses, equipment and vendor relations. • Ensure implementation, maintenance and renewal of the program's food services software. • Develop written procedures for implementing the Nutrition Services component of the program; develop the annual food budget and maintain ongoing tracking of food service expenditures. • In partnership with other areas, design and implement systems for students to receive comprehensive sensory, developmental and social/emotional screenings; ensure nutrition assessments are conducted for all students and follow-up is completed with families, as applicable. • Provide training to all staff and conduct and coordinate nutrition education activities for staff, students and families. • Design and regularly review program reports to monitor compliance in nutrition services and other program areas. • Complete regularly scheduled site visits to provide technical assistance and monitor food service operations. • Attend and participate in monthly Head Start Policy Council meetings and other meetings/trainings as required; ensure implementation of food service for Policy Council meetings and events. • Perform other duties as assigned. <p>Supervisory Responsibilities:</p> <ul style="list-style-type: none"> • Supervise and evaluate the performance of Nutrition Services Coordinators and the Nutrition Services Clerk.
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Salary/Hours	\$71,088 - \$74,900
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Employer/Agency	Harris County Department of Education
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Opening Date	1/29/2024

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