



## PERSONNEL COMMISSION

**Class Code: 5278**  
**Salary Range: 35 M2**

### **HEAD START HEALTH AND NUTRITION MANAGER**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, and manage the Head Start health and nutrition plans and services; assure compliance with applicable laws, codes, rules and regulations; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Oversee and manage the development and updating of Head Start health and nutrition plans and services to assure compliance with Head Start Program Performance Standards (HSPPS). **E**
- Serve as a resource to District staff, parents, and others regarding health and nutrition plans and services; respond to inquiries and provide information regarding health and nutrition programs, policies and procedures. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign work. **E**
- Plan, organize, and manage menu formulation, food service, purchasing, delivery, sanitation standards, safety practices and staffing; make recommendations for the standardization of supplies, equipment, procedures and staffing patterns. **E**
- Conduct regular health and sanitation inspections; monitor the physical environment of Head Start locations and facilitate the remediation of issues and concerns; assure food products are properly transported and stored. **E**
- Coordinate and oversee the development and implementation of individual health and nutrition plans for children; review the medical and developmental history of enrolled children to assess needs and plan appropriate services; liaison with consultants and licensed nurses regarding health and nutrition plans and services. **E**
- Collaborate with Nutrition Services department staff to plan menu items of nutritional value for meals and snacks; oversee the development of special diets according to physician instructions and District policies. **E**

- Oversee and manage the facilitation of health screenings; verify parental consent forms are obtained; identify, research and recommend referral agencies to provide health and nutrition services for enrolled children and families; prepare health resource kits. *E*
- Oversee and participate in the planning and coordination of nutrition and health education programs and activities; plan and conduct educational and training programs for employees, children, parents and civic groups. *E*
- Conduct periodic observations of health and nutrition education components in the classroom and provide direction for improving delivery of classroom education programs. *E*
- Participate in the development and preparation of assigned budgets; analyze and review budgetary, billing and financial data; control and authorize expenditures and reimbursement claims in accordance with established limitations; process and track budget and purchasing documents. *E*
- Prepare or direct the maintenance of a variety of complex and auditable reports and records; research, analyze, compile and submit necessary information and data; maintain files and databases related to assigned activities. *E*
- Perform special projects and prepare related reports; attend to administrative details on special matters as assigned; assess impact of pertinent legislation and laws, codes, rules and regulations on assigned activities. *E*
- Communicate with administrators, program sites, parents, staff, public agencies and vendors to coordinate activities, resolve issues and exchange information. *E*
- Provide technical expertise, information and assistance to administration regarding assigned functions; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings to maintain current knowledge of laws, codes, rules and regulations related to assigned activities; serve on assigned committees and advisory boards. *E*
- Prepare and deliver presentations to individuals or groups concerning Head Start operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to travel to various sites to conduct work. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Head Start Health and Nutrition Manager oversees and manages the development and updating of Head Start health and nutrition plans and services to assure compliance with Head Start Program Performance Standards (HSPPS). An incumbent provides leadership, training and support to Head Start staff related to health and nutrition services plans and activities to assure consistent implementation of policies and maximization of services to enrolled children and families.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices of quantity food preparation and nutrition.  
Nutritional requirements of school-aged children.  
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.  
Modern commercial kitchen equipment and utensils.  
Sanitation and safety practices related to the handling and serving of food.  
Proper methods of food rotation and storage.  
Inventory methods and practices.  
General methods and principles of personal hygiene and universal precautions.  
General medical symptoms and conditions applicable to school-aged children.  
Health and safety regulations.  
Principles and practices of training and supervision.  
Public speaking techniques.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Record-keeping and report preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.

**Ability to:**

Plan, manage and implement Head Start health and nutrition education plans and activities.  
Develop and provide health and nutrition education training for staff and parents.  
Develop menus and special diets.  
Maintain nutrition service equipment and areas in a clean and sanitary condition.  
Perform food demonstrations and taste tests.  
Prepare, handle, store and transport food items in accordance with health and safety regulations.  
Recognize and correct safety and sanitation hazards.  
Supervise and evaluate the performance of assigned staff.  
Prepare and deliver oral presentations.  
Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations.  
Maintain a variety of records and files and prepare reports.  
Observe and follow health and safety regulations.  
Operate modern commercial kitchen equipment and utensils.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality of sensitive and privileged information.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan, organize and schedule work.

**Education and Training:**

Bachelor's degree in institutional food management, nutrition, dietetics, public health administration or a related field.

**Experience:**

Two years of institutional nutrition service menu planning and nutritional analysis experience. Experience working in a supervisory capacity or in early childhood education programs is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics standards.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.  
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds.  
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Seeing to read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/30/2020