

**Cen-Tex Family Services, Inc.**  
**Position Description – Nutrition & CACFP Specialist**

**Job Title:** Nutrition & CACFP Specialist  
**Department:** Head Start (HS) & Early Head Start (EHS) Programs  
**Supervisor:** Program Services Director  
**FLSA Status:** Exempt  
**Job Classification:** Regular, Full time, Full Year  
**Grade/FTE/Range:** Grade 5, 100% FTE = \$25,340 - \$46,034  
Based on an hourly rate of \$12.18 - \$22.13  
**Prepared Date:** Revised 2/10 for COLA

**SUMMARY**

The Nutrition & CACFP Specialist is responsible for coordinating the planning, implementation and supervision of the agency's nutrition services, including the Child and Adult Food Program (CACFP) that nurtures the healthy development of young children (ages 0-5) and promotes good nutrition habits among children and their families.

**ESSENTIAL DUTIES**

All duties are performed in accordance with Head Start Standards, TDFPS Minimum Standards, CACFP and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Act as Agency content area specialist for the areas of nutrition, food services and CACFP, providing expertise and oversight of this area to staff and program participants on an ongoing basis.

Direct and manage the agency's participation in the CACFP program, including monitoring the Nutrition Services program, ensuring the Agency is maintaining accurate records, and developing action plans to ensure adherence to regulatory nutritional requirements. Prepare and submit CACFP claims for reimbursement.

Design and implement a healthy nutrition program that meets the nutritional needs and feeding requirements of children and expectant mothers served by the program.

Recommend procedures and policies regarding quality assurance for Center food services, including: purchasing; product choices; and recipes including the nutritional analysis of all menus, recipes and special diet concerns.

Coordinate CACFP meal services provided through public schools into agency services, including planning, scheduling, and providing for accommodation when necessary to ensure this type of meal service adequately meets the needs of the children served by Head Start and Early Head Start.

Monitor the budget and purchase of goods by proper menu planning, review of product acceptability, storage, pre-costing and post-costing of the products.

Facilitate bulk food purchasing and distribution.

Plan, develop and conduct training programs for food service employees and supporting personnel concerning: nutritional and food services quality control procedures; new recipes; new products; nutrition; food service area safety and sanitation; family-style meal service; classroom nutrition activities; and local Health Department regulations.

Document area procedures used to implement the aforementioned duties.

Provide for creation and revision of Agency forms pertaining to specialty area.

Ensure confidentiality of agency and family information assigned to position.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 21 years of age for persons driving agency vehicles, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Driving is required in this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

## **EDUCATION and EXPERIENCE**

### **Preferred requirements:**

**Education:** Baccalaureate degree or master's degree (MPH or MS) from an approved program in public health nutrition and/or registration with the Commission on Dietetic Registration of the American Dietetic Association or eligible to obtain this registration.

**Experience:** Five or more years of related experience in a nutritional services area.

### **Minimum requirements:**

**Education:** Associate degree, or the educational equivalent in the field of nutrition and dietetics.

**Experience:** Three years of related experience in: a nutritional services area of a licensed child-care facility or similar environment; supervision and training adults; and in HS and EHS Start program assessment and monitoring. In-depth knowledge of food service purchasing and product process/procedure and USDA nutrition guidelines. Working knowledge of: personal computers, word processing and related software; Internet accessibility; and email usage. Ability to work independently as well as with a team.

**PROFESSIONAL SUPPORT**

If the person working in this position does not possess the preferred qualifications described above, the position must be supported by staff or consultants possessing current registration with the Commission on Dietetic Registration of the American Dietetic Association, or are eligible to obtain this registration. A master’s degree (MPH or MS) from an approved program in public health nutrition may be substituted for this registration.

**LANGUAGE SKILLS**

Preferred Requirements: Bilingual and biliterate in Spanish and English

Minimum Requirements: Ability to communicate in English.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, staff members, parents, and the general public.

Able to establish rapport with children and families in a supportive and nurturing manner.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Driving of agency vehicles is required for this position; therefore, Valid Texas Driver’s license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk short distances and sit for extended periods of time. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Work Location \_\_\_\_\_

Regular Work Schedule \_\_\_\_\_

