

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
NUTRITION MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Provides for the immediate supervision and implementation of the Nutritional component area of the Head Start program.

Supervision Received: Under the immediate supervision of the Program Director

Supervisions Exercised: Provides supervision to all nutritional components, provides nutritional education and supervision to cooks at centers.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Coordinates the development, integration, and evaluation of the Nutritional component into the overall operations of the Head Start Program.

Monitors each Head Start Center bi-weekly to evaluate the Nutritional Component for implementation of services.

Coordinates and provides nutritional information to meal preparers on children who are allergic to certain foods and milk products. Coordinates staff development in the area of Nutritional development for all staff.

Evaluates and prepares monthly reports and any other required reports according to the reporting requirement for the Program Information Report (PIR). Also prepares a monthly report for the nutrition component of the CRST Head Start Program.

Evaluates and prepares monthly report and reimbursement for CANS to meet federal requirements for all centers including the CRST Tribal Day Care.

Monitors meal preparers to keep in compliance with CANS regulations on a monthly basis.

Helps cooks at each center shop for grocery items needed to prepare meals.

Meets with cooks to help prepare and implement a yearly menu.

Monitors spending in food account and meets regular with Budget Manager.

Develops component service plans and updates as required in the guidelines, in the area of nutrition.

Informs the Program Director on all matters pertaining to the quality development and implementation of services through the Nutritional Component, including recommended modification, and assists the Program Director in submittal of necessary information and documents for amendment of the grant which pertains to the component. Provides accurate information to help prepare for CANS continuation funding each year.

Maintains services, nutritional information and other data and information in a confidential manner consistent with the Privacy Act, and other regulatory provisions.

Assist with recruitment as required.

Attends all parent meetings to report to parents on the component area.

Develops Memorandum of Agreements (MOA's) with agencies which includes of outlines of training and workshops for staff, Parent Policy Council, parents, and the CRST WIC Dept.

Assists with completing at least ten (10) community assessments and Program Information Report, etc., every two (2) years.

Participates and assists in the activities during "The Week of the Young Child" which include; field day, the parade, parent appreciation dinner, and the pow-wow.

Attends Head Start Graduation and other Head Start activities.

Any additional duties assigned by the Program Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: The ability to coordinate and conduct training sessions. The ability to conduct staff and parent training, and prepare statistical and narrative reports. Must have counseling, interviewing, group counseling and group facilitating skills that include the knowledge of human development, family dynamics, Lakota language and culture, community resources, and required confidentiality provisions. Must be computer literate and have data entry skills.

Education: High School Diploma or equivalent. Must have training in in Safe Serve preferred, but minimum of having Food Handlers.

Experience: Supervisory experience preferred but not required. Experience in baking, food handling, food preparation, food safety, and cooking. Knowledge in serving, cleaning/sanitizing.

Special Requirements: Must have a valid SD driver's license. Must be first aid and CPR certifiable. Must have a physical examination within ten (10) days of employment and a yearly physical thereafter. Must have a yearly TB Test. Must start the Hepatitis B vaccine series within ten (10) days of employment or provide documentation of prior hepatitis B vaccinations. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Revised Date: 11.03.23