Want to work for a non-profit agency which believes in teamwork, having fun and achieving success? If so, CCRC could be the right place for you! You could play a key role providing nutrition services and education for our Head Start Birth to 5 Program.

**General Summary:**
Under the supervision of the Head Start 0-5 Health Manager, the Nutrition Supervisor will design, plan, coordinate, implement, supervise, and evaluate the Nutrition Services of the Head Start 0-5. The Nutrition Supervisor has oversight and monitoring of overall Head Start 0-5 Nutrition Services and oversight of the Kitchen, Meal Services, and CACFP regulations for Head Start 0-5.

**This position does require availability for early morning hours (5:00am)**

**Successful candidates will need the following:**
Current Registered Dietitian with the Academy of Nutrition and Dietetics.
Two years’ experience in administering nutrition programs, preferably for children 0-6 years of age.
Must have knowledge of implementation of a nutritional program for children 0-6 years.
Must have knowledge of institutional nutrition management and food service.
Available early morning hours, as needed.
Work from Central Kitchen location 1-2 days per week, as needed.
Knowledge of health sanitation, and safety standards as they relate to nutrition.
Ability to converse, write, and/or translate in Spanish preferred.
Valid California Driver’s License, reliable vehicle, automobile insurance, and clean DMV record required.
Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health and Tuberculosis (TB) test clearances required.
Excellent leadership skills including the ability to guide, mentor and deliver feedback in a constructive manner
Guide the group to vision-centered action
Uphold the values and principles of the organization
Respect each individual

**You will have the opportunity to:**
- Plan, coordinate and administer supervision of the total nutrition services, including a centralized food service operation to provide meals to children and maintaining food allergies/food restrictions for all children at the Head Start 0-5 locations. 15%
- Oversight of files review process, nutritional assessments and nutritional data (heights, weight, etc.). Reviews referrals and follow up for nutritional concerns. Provides necessary individual counseling for parents. Assess and evaluate comprehensive nutritional needs of Head Start 0-5 children and their families. 15%
- Coordinate and maintain record-keeping requirements for CACFP, including purchase records, meal counts, meal production records, menus as planned and served. Maintain record of purchases in nutrition, process invoices, contact vendors when necessary, and submit invoices to
fiscal. Involved in the procurement process of CACFP requirements and collaborates with agency purchasing and fiscal department. 15%

- Ensure and oversee that CACFP meal monitoring meets CACFP and Head Start 0-5 regulations. 10%
- Responsible to compile and submit monthly, quarterly budget and Program Information reports about nutrition services prior to due date. 5%
- Supervise and oversight of Nutrition staff, including kitchen supervisor, and RD Consultants. Includes updating and developing RD consultation contracts annually. Responsible for performance evaluation, scheduling, job descriptions, staff development, ongoing training and conducting staff meetings. 15%
- Integrate nutrition education into the total Head Start 0-5 program and provide education for parents, staff and children. Develops and implement in-service on ongoing training for staff. 20%

CCRC is a one of the largest and widely respected non-profits in California. We cultivate child, family and community well-being through our creative, informative and supportive programs and services. Our 700+ member team serves over 35,000 children and families each month in Northern Los Angeles and San Bernardino Counties.

CCRC offers a comprehensive employee benefits package which includes: Medical, Dental and Vision insurance, Life and Long Term Disability insurance, 403(b) plan, Flexible Spending Accounts, Paid Holidays including Winter Break, Paid Time Off, plus many other supplemental benefits such as, Credit Union membership and Professional Development Opportunities.

CCRC will consider for employment qualified applicants with Criminal Histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

#CB

- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP here
- The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)

Please contact Rubie Martinez at rmartinez@ccrcca.org for more information or visit the CCRC website.