San Fernando Community Health Center

Position Description

Employee Name:	
Employee Number:	
Payroll Title:	**Nutrition Educator**
Functional Title:	**Nutrition Educator**
FLSA Status:	Non Exempt
Department/Service Area:	Health Education
Facility Location:	SFCHC
Prepared By:	
Prepared Date:	
Review Date:	
Revision Date:	

Summary:

The Nutrition Educator is supervised by the Health Education Manager. The Nutrition Educator promotes health through nutrition by designing, implementing, and teaching nutrition techniques and programs.

Essential Duties and Responsibilities:

- Develop and administer curriculum for the Diabetes Teaching Kitchen Program.
- Use pre-approved curriculum and prepare presentations to promote healthy eating and nutritional information.
- Coordinate weekly nutrition classes which include but are not limited to food purchasing and food preparation for scheduled program classes.
- Outreach to other non-profits and educational institutions for participants and/or possible locations for off-site classes within the grant funded focus areas.
- Coordinate all reporting and record keeping requirements for those served in the Diabetes Teaching Kitchen Program.
- Maintain all Food Safety compliance standards as required by the Department of Public Health.
- Order appropriate equipment and materials needed to conduct the Diabetes Teaching Kitchen Program.
- Engage and leverage local partnerships to assist the Diabetes Teaching Kitchen Program.
- Maintain current relationships with California State University Northridge to serve as a preceptor site to dietetic interns to work with the Diabetes Teaching Kitchen Program.

Supervisory Responsibilities: This item has no direct supervisory responsibilities.

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

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.

Skills/Qualifications:

Presentation Skills, Nutrition Education experience, Health Promotion and Maintenance, Teaching experience, Tracking Budget Expenses, Food Research, Written Communication, Computer skills, Time management skills, Ability to work with others and work independently.

Required License/Certificates: Bachelor's degree (B. A.) from an accredited four-year college or university in the fields of nutrition, health, or a related academic field. An equivalent combination of training and experience may be substituted for the educational requirement.

California Driver's License: Not required for this classification.

Continuing Education: SFCHC Mandated training

Language Skills: English, Spanish preferred

NOTED AND ACKNOWLEDGED BY EMPLOYEE BELOW: DATE:

_____ _____