



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title: Nutrition Services Content Specialist

Position Type: Regular, full-time, exempt level

Department: Fresno Head Start

Salary Schedule: Range 25.0 (\$22.11 – 26.94 hourly)

Position Summary: Under the immediate supervisor's direction, ensures compliance with the Child and Adult Care Food Program (CACFP) in accordance with federal and state guidelines; ensures compliance with Head Start nutrition and food service objectives in accordance with federal guidelines; monitors, completes nutrition evaluations, evaluates the work of food service staff, and orders supplies as necessary and submits bills for payment.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Nutrition or Food Science / Nutrition.
- At least two years of professional experience in the area of the degree.
- One (1) year experience in menu planning, including the quantity, quality, and variety of food to be purchased.

LICENSES / CERTIFICATES / PERMITS:

- Must have a current and valid Serve Safe Certificate.
- Valid Class C California Driver's License
- Possess Pediatric First Aid and CPR certification annually.

ABILITY TO:

- Plan and administer the nutrition program for children.
- Plan for the quantity, quality, and variety of food to be purchased.
- Interpret nutrition assessment data, provide nutrition counseling for families, and in other ways promote good nutrition habits among children and families.
- Assist staff in dealing with children with feeding problems or special nutritional needs.

KNOWLEDGE OF:

- CAPMC Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- General understanding of child development 0-5 years.
- Awareness of the services and agencies in the assigned service area.
- General knowledge of all job categories under the supervision of the Center Directors.
- Preparation and uses of individual education plans, record keeping, adult education principles, and principles of leadership and supervision.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer