

**NORTHWEST MONTANA HEAD START
KALISPELL, MT 59901**

Title	Health/Nutrition Manager
Supervisor	Director
Supervision	Kitchen staff
Wage Classification	Hourly (non-exempt)
Probationary Period	12 months

Required Qualifications

1. Bachelor's degree in health, nutrition or related field (public health, nursing, dietetics, health education, maternal and child health, or health administration, etc.).
2. Management and supervisory experience.
3. Experience working in pediatric/community health and nutrition.

Preferred Qualifications

1. Experience working with low-income populations.
2. Knowledge of state and community resources.
3. Training and experience in nutrition and food service management.

Duties and Responsibilities

1. Develop and implement health and nutrition services as outlined in work plans, policies, and Head Start performance standards.
2. Promote staff cooperation in providing health and nutrition services to Head Start children and families.
3. Organize and utilize the Health/Nutrition Advisory Committee.
4. Identify and utilize state and local resources for health and nutrition services.
5. Follow all USDA, Head Start, sanitation, and Health Department guidelines.
6. Maintain current health, nutrition, and USDA records for families and program as required. Records include but are not limited to classroom meal attendance, food production, child allergies, cooking projects, kitchen monitoring, food-related bills, and menu alterations.
7. Ensure timely computer data entry.
8. Evaluate health and nutrition training/education needs for staff and parents. Develop and implement NWMTHS training plan to reflect those needs. Provide health and nutrition education to children, families, and staff.
9. Participate in required trainings and meetings.
10. Monitor health and nutrition services, kitchens, and classroom milk consumption. File and submit required CACFP forms in a timely manner.
11. Provide orientation, training, supervision, and performance evaluations for all kitchen staff.
12. Prepare annual bulk food order before school starts based on inventory at all sites; supervise and assist with delivery. Process food requests from all sites and order groceries weekly.
13. Prepare monthly menus according to USDA and Head Start guidelines.
 - a. Provide opportunities for parent input.

- b. Utilize Nutri Kids nutritional analysis software.
- c. Obtain approval of all menus by a Registered Dietitian.
- 14. Act as Safety Officer for the agency. Promote environmental health and safety practices.
- 15. Serve as liaison and foster partnerships with the health and nutrition community (WIC, public health staff, consultants, hospitals, medical practices, etc.).
- 16. Ensure compliance with local and state health, sanitation, and safety standards, including kitchen and fire regulations.
- 17. Assist with community assessment as needed.
- 18. Work together with parents, staff, and administration to ensure active and appropriate parent involvement in all aspects of the program.
- 19. Actively support the goals, objectives, mission, and vision of NWMTHS with staff and the community.
- 21. Oversee menu planning, food purchasing, and food substitutions for children with food allergies.
- 22. Keep cooks and teachers informed of any menu changes and post in the kitchen all CACFP Special Diet Statements for Children and in the classroom Allergy Alerts with parents' authorized permission.
- 23. Ensure that kitchens are inspected by Public Health Department annually.
- 24. Evaluate nutrition assessment data and utilize information for use in treatment and nutrition education.
- 25. Maintain inventory of all kitchen equipment and oversee maintenance and repairs.
- 26. Assist in design and set-up of new kitchens as needed.
- 27. Maintain and oversee classroom cooking projects and project books. Ensure that USDA cooking project forms are turned in monthly by teachers.
- 28. Maintain and distribute appropriate inventory of health and first aid supplies.
- 29. Assist the family in assuming the primary responsibility for health care to include dental and physical exams, and immunizations.
- 30. Work with parents and staff to promote the parent's role as primary educator of their children and the wellness of family units and children.
- 31. Stay abreast of advances in health and nutrition theories and intervention techniques.
- 32. Provide information as requested for newsletters.

Required of all Head Start staff

1. Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years)
 - MMR immunization or proof of immunization if born after 1956
 - Tdap immunization or proof of immunization with the last 10 years
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
 - Have or obtain CPR certification (infant, child and adult) and keep card current
 - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.

6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings.
9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

Employee Signature

Date