



Job Description: Nutrition Specialist Assistant

Reports to Title: Executive Director

Supervisor Location: Clinton

Position Details

Position status: Part Time
Pay method (Salary/Hourly): \$17.91-\$20.03 per hour plus available wage enhancements
Normal workweek: 16 hours per week (Mon 9:00am-1:00pm, Tues-Friday 10:00am-1:00pm), Coverage for Nutrition Specialist as needed
Overtime: Eligible after 44 hours per week

Mission Statement & Vision Statement

Please refer to Program Statement.

Job Summary:

The Nutrition Specialist Assistant supports the Nutrition Specialist with planning and preparation of nutritious meals and snacks, ensuring they meet children's dietary needs and comply with health standards. This role also involves assisting with maintaining food safety practices and promoting healthy eating habits among children.

Duties and Responsibilities

Meal Preparation and Service:

- Assist in preparing and serving meals and snacks according to planned menus and dietary guidelines.
- Ensure meals are appropriately portioned and meet the nutritional needs of children.
- Performs weekly grocery pick up

Menu Support:

- Help with menu planning, incorporating balanced and nutritious options.
- Adjust meals to accommodate allergies, dietary restrictions, and/or cultural preferences.

Food Safety and Hygiene:

- Maintain cleanliness and sanitation standards in the kitchen and food preparation areas.
- Follow food storage and handling procedures to ensure safety and freshness.

Inventory and Stocking:

- Monitor food inventory levels and restock supplies as needed.
- Assist with grocery shopping or placing food orders.

Documentation and Reporting:

- Keep accurate records of meal plans, food usage, and any dietary accommodations.
- Communicate with staff about children's specific dietary needs or issues.

Engagement and Education:

- Encourage healthy eating habits and introduce children to new foods.
- Assist in planning activities or events that promote nutrition awareness.
- Collaborate with other staff to accommodate allergies, intolerances, or cultural dietary restrictions.

Compliance:

- Adhere to childcare center policies and relevant health and safety regulations.
- Ensure compliance with government guidelines for nutrition and food preparation in childcare settings.

Administrative

- Attend monthly staff meeting.
- Attend Annual General Meeting.
- Read, adhere to, and sign off annually on Policies and Procedures and Individual Plans, and at any time a change is made.

General

- Work as a positive team member.
- Maintain positive and professional relationships with co-workers and families.
- All other duties as assigned.

Qualifications:

- Completion of Safe Food Handler's Certificate.
- Must possess a current First Aid and CPR Level C with AED certification including infant and child CPR.
- Clear Vulnerable Sector check.
- Must have a valid driver's license and reliable vehicle
- Participate in Health and Safety training as required.
- Basic knowledge of nutrition, meal planning, and dietary guidelines.
- Familiarity with food safety practices and health regulations.
- Strong organizational and multitasking skills.
- Good communication and teamwork abilities.
- A genuine interest in health and wellness, especially for children.

- Experience in food preparation or nutrition-related fields (preferred but not always required).

Working Environment

- Regular interruptions requiring the ability to change priorities quickly.
- Exposure to illness.
- Ability to lift containers up to 50lbs and transport them short distances using a cart

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| Approved By: | <i>Deb Alderson</i> |
| Date Approved: | January 28, 2025 |
| Reviewed: | |
| Revised: | |