



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Nutrition Manager
Location: Newport News, VA (Peninsula) and Portsmouth, VA (Southside)
Component: Head Start

Summary/Objective: To serve as a member of a team in the Early Childhood Development and Health Services Area of Head Start/Early Head Start, and be responsible for the planning and supervision of all aspects of the Head Start/Early Head Start Nutrition Program.

Qualifications: Associate Degree in Home Economics or a related field with at least two years of experience working in a nutrition related position. A working knowledge of CACFP requirements, to include supervisory of Food Service operations. A vehicle to utilize while working in the field, as well as a valid Virginia Driver's License. A physical and criminal record check, required at the time of employment and thereafter as required by Head Start/Early Head Start policies and procedures. Prior experience with Head Start program preferred

Duties Include: Assist with the planning of monthly menus based on Head Start Performance Standards and CACFP Guidelines. Train, nutrition staff on good, sound nutritional principals. Perform regular inspections of Head Start centers to ensure children receive daily nutritional requirements. Ensure Family style service is being used by children/staff where appropriate. Cleanliness and sanitation procedures are in place in accordance with local/state health regulations. Meal preparations techniques are within the guidelines set forth in the Head Start Performance Standards & CACFP. Food Service Staff will be trained to address food allergies and specific food needs. Organize and arrange for nutrition training for other staff/parents where indicated, to include monthly meeting. Develop and maintain documentation, attendance, meal counts to ensure timely filing for CACFP reimbursement on a monthly basis. Supervise Food Service Workers and Cooks. Monitor cooking kitchens, prep kitchens, to include USDA monitoring. Assist with preparation of food services budget for refunding application to include: food costs, CACFP reimbursements kitchen supplies and equipment. Consult with Health/Nutrition Coordinator on a regular basis, regarding overall Food Services area, Budget, Menu, etc., for compliance. Order and purchase food, supplies, and kitchen equipment for all Head Start/Early Head Start sites, with supervision of Health/Nutrition Coordinator. Assist with monthly calculations for attendance and meal count for monthly report. Will attend trainings/conferences as needed. Will ensure Food Service staff coverage daily for all sites.

Salary: Negotiable; Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <https://hrcapinc.org/about/employment/> to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until positions are filled.