



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are currently seeking a focused and motivated **Nutrition Coordinator** for our Head Start Early Learning Centers based in **Denver, CO**. This position is a **regular fulltime, year-round** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

Develops plans and procedures to ensure that children enrolled in the Agency's Early Childhood Education Programs receive meals that meet and exceed nutritional standards. Also serves as the Nutritional content matter expert for the Agency which includes compliance requirements for all federal and state regulatory bodies/funding streams such as CACFP, National School Lunch Program and health departments. This position has overall responsibility for compliance and oversight for the Agency's statewide food service functions and ensures the efficient use of resources. This position also provides supervision for the Lead Cooks and assists Area Managers/Center Supervisors in the execution of all food service regulations.

### **Duties and Responsibilities:**

- Implements and monitors compliance with Federal Guidelines and Performance Standards as well as State and Local Regulations as they apply to all Nutrition Services provided to children served by RMSER.
- May serve as a liaison to local school district's nutrition program staff to facilitate coordination of program services including menu planning, food contracts, etc.
- Monitors menus across all centers to ensure compliance with Child and Adult Care Food Program (CACFP) guidelines and to ensure they meet the daily nutritional needs of Early Childhood Education children, including those with disabilities and/or special needs.
- Reviews and evaluates health records, vital statistics and other data concerning health and nutrition requirements for individual children to assess needs and implement specialized dietary menus.
- Provides supervision and guidance to the Lead Cooks at all locations.
- Monitors the operation of each center's kitchen in coordination with the Center Supervisor.
- Ensures the development and implementation of a nutritional education program for all staff, children and families that complies within the CACFP, Performance Standards, and licensing requirements.
- Provides, or ensures provision of, all required CACFP, food safety training to staff on an ongoing basis to ensure compliance.
- Evaluates, tracks and monitors the On-Site Meal Observation form in the classroom evaluating nutritional projects and meal/snack interaction periods.
- Evaluates, tracks and monitors CACFP revenue expenditures, reviewing billing data for accuracy and timelines in submitting purchase requisitions, annual bids and purchase orders.
- Oversees inventory for all items involved in the food service operation.
- Participates as a member of the interdisciplinary team concerning child and/or family-related situations/circumstances.
- Facilitates the scheduling of Health Inspections with Center Supervisors and ensures that current Health Inspections are in place.
- Coordinates and monitors monthly kitchen Health and Safety observations at each center.
- Coordinates with Lead cook, Center Supervisor and Agency Facilities Coordinator to schedule necessary kitchen-related work orders.
- Attends meeting and /or trainings as required and /or as approved by FHS Assistant Director.
- Attends Health Advisory Committee meetings to report nutritional needs of children and families statewide.
- Provides routine and consistent reports and data analysis to the FHS Assistant Director and

others as required to support Nutrition initiatives to provide visibility of program and Agency objectives.

- Advises on the special diets, food preferences, and health concerns due to food in accordance with CACFP and Performance Standards.
- As appropriate, works with Lead Cook to develop systems for maintaining inventory of kitchen supplies and equipment.
- Attends the CACFP sponsor training and stays up-to-date on regulations and menu and food service requirements.
- Is knowledgeable of requirements in part 1302.44 and the CACFP/USDA regulations;
- Monitors overall statewide compliance with Federal Guidelines and Performance Standards as well as state and local regulations regarding Nutrition.
- Demonstrates responsible professional behavior by participating effectively within and across component and program teams and within community collaborations.
- Represents Rocky Mountain SER Head Start in meetings with community agencies and organizations as required by the FHS Assistant Director.
- Up to 75% travel to locations throughout Colorado required.
- Other related duties as assigned.

#### **Education, Credential, and Qualifications Requirements:**

- Bachelors' degree in Nutrition, Dietetics, or other closely related field required.
  - Minimum of four (4) years' experience in educational and/or institutional nutrition and food service programs including reviewing nutritional values, creating menus, finding healthy alternatives,
  - Strong working knowledge and experience with the Child and Adult Care Food Program (CACFP) as well as other federal and state regulations that pertain to Nutrition services in an early learning setting.

#### **EXPERIENCE & SKILL REQUIREMENTS**

- Ability to conduct analysis and monitor diverse functions to ensure proper systems, and industry best practices are in place to ensure regulatory and Agency compliance.
- Excellent written, verbal, written, and computer skills; persuasive with details and facts (quantitative and qualitative); positive interpersonal communication, soft skills, and business writing skills; interpret and present information efficiently and effectively using various media and formats.
- A demonstrated commitment to high professional ethical standards and the ability to work with individuals from diverse backgrounds in a fast pace, community environment in a culturally competent manner.

- Commitment to the organizational and programmatic vision and mission.
- Knowledge and skills in Head Start systems and services as well as adult learning styles, and coaching strategies.
- Ability to take initiative, multi-task and work well under pressure with variable levels of concentration and with frequent or constant interruptions.
- Ability to work with an ethnically and linguistically diverse population and with cultural understanding.
- Intermediate to advanced knowledge of MS Office programs such as Excel and Word. Power Point and Publisher is preferred but not required.
- Knowledge of PROMIS or other similar data collection systems designed towards the collection of information pertaining to children and families.
- Bilingual (Spanish/English) is preferred but not required
- Must maintain strict confidentiality of extremely sensitive data, records, files, and compliance reports.
- Strong working knowledge of areas in social/human services, family dynamics, children's health and mental health, and childhood nutrition in an educational setting.
- Must have working knowledge of State licensing standards, NAYYC, Head Start Performance Standards and the Head Start Act.
- Strong personnel management, organizational development, budget and resource development, strategic planning, and problem-solving skills.
- Ability to demonstrate success developing and monitoring systems, to manage both operational and programmatic work that involves high levels of collaboration.
- Must gather and analyze data and regulatory material and make presentations to inform and educate staff, parents, and outside agencies utilizing variable methods.
- Ability to face deadlines with attention to detail and must complete tasks in a timely and effective manner, follow schedules, programs, and policies; demonstrate set priorities, perform intermediate to advanced mathematical computations.
- Possess current First Aid and CPR cards with infant/child CPR OR obtain within 120 days of hire.

#### **SCREENING REQUIREMENTS**

1. Pre-employment criminal records check is required prior to offer of employment.
2. Criminal Background and finger print clearance, which employees working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of Rocky Mountain SER.



- a. If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI.
  - b. Staff whose background check is not in compliance with the regulations will be terminated.
3. Rocky Mountain SER will submit a request for review of the Central Registry of Child Protection within 10 days of employment.
4. Must adhere to Child Abuse Registry check and report child abuse/neglect according to agency procedures and the Colorado and Federal Codes related to child abuse registry.
5. Working knowledge of early childhood development including social/emotional development in early childhood and human services and supports and best practices.
6. Must obtain and submit current immunization document and an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position.
  - a. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment and every 3 years thereafter.
7. Must obtain and submit the results of a Tuberculosis Test (TB) within 30 days after the date of employment. (Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional).
8. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
9. Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear.

This position may be required to drive extensively to various locations therefore they must be physically able to drive for longer periods of time in both the city and mountain regions.

Pay Range: \$65,000

Typical Schedule: Monday - Friday

FLSA Status: Exempt

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSER is an Equal Opportunity Employer