

**INSTITUTE OF COMMUNITY SERVICES, INC.
JOB DESCRIPTION**

Job Title: Nutrition Monitor
Classification: Non - Exempt
Working Hours: 8:00 a.m. - 4:30 p.m.
Working Weeks: 52 Weeks

I. General Description

The Nutrition Monitor spends 100 % of work time on the implementation of the nutrition program of ICS through monitoring, record keeping, the monitor will make sure that all aspects of the nutrition program are functioning through the relationship of the nutrition services area to the educational, medical/dental, social services, parent involvement and field services areas. The nutrition monitor works out of the central office.

II. Specific Duties

1. Makes Unannounced visits to head start centers and blended sites to monitoring CACFP/USDA record keeping system.
2. Makes periodic visits to head start centers and blended sites to monitors the implementation of the nutrition program.
3. Monitors performance of Cooks and Cook Assistants.
4. Evaluates the performance of head cooks and cook assistants.
5. Provides training for cooks and cook assistants.
6. Provides nutrition related training at agency sponsored workshops.
7. Reports center's nutrition related problems to Nutrition Director.
8. Follow up on reported center related problems for compliance.
9. Prepares and submits training documentation to the Nutrition Director.
10. Prepares and submits weekly MBO reports to the Nutrition Director.
11. Prepares CACFP monitoring schedule for October 1 thru September 30 for assigned sites and submits to Nutrition Director.
12. Reschedules and completes missed monitoring within 2 weeks.
13. Recruits and obtains volunteers/ in-kind contributions to assist in meeting the quota for the agency's non-federal contributions as required by the supervisor.

III. Supervisory Control

The Nutrition Monitor is directly responsible to the Nutrition Director.
The Nutrition Monitor is evaluated annually by the Nutrition Director.

IV. Other Significant Facts

- Must have reliable transportation and a valid driver's license.
- Must have and maintain current automobile liability insurance which meets state requirements.
- Must be willing to do out-of-area travel for overnight stays.
- Ideally, the position holder will have or will be eligible for membership in the School Nutrition Association.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will." "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal. ICS, Inc. reserves the right to recall employees after lay-off periods due to budgetary constraints, reduction, performance evaluations, etc.

V. Qualifications

Bachelor's degree and previous nutrition/food service operations experience, knowledge of CACFP/USDA record keeping, Food Manager Certification from an accredited Institution and possess advanced math skills.