



JOB POSTING

POSTED: Reposted 06/07/2017 – open until filled

POSITION TITLE: Head Start Nutrition Coordinator

LOCATION: Bemidji, MN

WAGE: Base rate of \$15.78 DOQ; full benefits through school year

HOURS: 32-40 hrs/wk through the school year

CONTACT INFO: Jessica Wade, Human Resources Coordinator
6603 Bemidji Ave N., Bemidji, MN 56601
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Summary

Oversees the nutrition components of the Head Start program and the planning, coordination and preparation of well-balanced, nutritious meals and snack for children and adults in accordance with the requirements of the USDA Child and Adult Care Feeding Program. Supervises kitchen staff for multiple locations. Administers nutritional services to meet program and compliance requirements. Provides direction in food preparation and education. Responsible for records maintenance, compliance and assigned reports.

Requirements

REQUIREMENTS: Must have or willing to obtain Food Manager Certification and two years of related experience and/or training in menu planning/purchasing. Must be able to interpret nutrition assessment data, provide nutrition counseling for children/families and have an understanding of special nutritional needs. Valid driver's license, reliable transportation and auto insurance required.

Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Applicants must meet DHS & MN Rule 3 licensing requirements.

APPLICATION NEEDS TO BE COMPLETED AND SUBMITTED TO BE CONSIDERED FOR THIS POSITION.

Full Job Description, Benefits Package and Application are available at:

<http://www.bicap.org/Employment.aspx>;

or can be picked up at our main office in Bemidji.

Send completed applications to: Attn: Jessica Wade, BI-CAP, 6603 Bemidji Avenue N, Bemidji, MN 56601
or scan and email to: jessica.wade@bicap.org

Position open until filled. EOE