Early Childhood Nutrition Consultant

Background:
The Early Childhood Nutrition Consultant (ECNC) is responsible for providing early childhood nutritional consultation & support to Head Start staff, children, and families. The ECNC will provide a broad range of services, including early childhood nutritional consultation in classrooms, training and coaching staff; promotion of group events or services; and providing parent trainings.

Responsibilities of the Consultant:
- Provide nutritional counseling to parents as requested.
- When referred by the Nutrition Manager, review case conference documentation to identify and evaluate children with suspected nutritional needs.
- Consult with staff as requested to meet the nutritional needs of the children.
- Assist with the creation of menus that meet the dietary needs of the children.
- Approve menus to ensure compliance with CACFP requirements and Head Start Program Performance Standards.
- Serve as proctor for food service staff needing to complete the ServSafe examinations.
- Assist with the development of procedures within the Nutrition Service Area.

Insurance:
Must maintain at a minimum, compliance with all of the following insurance coverages and requirements that are described below-

- Automobile Liability Insurance for Contractor’s vehicle used in performance of Consultant duties, in the minimum amount of $1,000,000 combined single limit per occurrence for bodily injury and property damage.
- Comprehensive Commercial General Liability Insurance coverage in the minimum amount of $1,000,000 combined single limit, including coverage for the below listed injuries:
  a. Bodily
  b. Personal
  c. Broad-Form Property Damage
  d. Contractual Liability
  e. Cross-Liability
f. Completed Operations
   • Professional Liability Insurance in the amount of $1,000,000 combined single limit.

Other Requirements:

   • Possess Registered Dietitian Credential
   • Successfully complete a background check in accordance with the California licensing rules and regulations.
   • Be up to date on all immunizations, in accordance with the Office of Head Start and State of California licensing rules and regulations, which include:
     o MMR (2 times within ones’ lifetime or 1 time as an adult)
     o TDAP (due every 10 years)
     o Flu Shot
   • Consultant is paid hourly, with no reimbursement for mileage.

Submission of Proposals:

Proposals and interests can be submitted to Brenda Tamayo-Pagan at btpagan@kcao.org.