



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023- 0074
EDUCATION DEPARTMENT
NUTRITION MANAGER

Position Title:	Nutrition Manager	Pay Level:	\$17.02 – \$25.54
Position Open Date:	10/23/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Education Director	Location:	Education

POSITION SUMMARY:

The Nutrition Manager is responsible for overseeing the Nutrition Program for local schools, including day-to-day operations. They will supervise the nutrition staff and work with the Contract Dietician to provide high-quality nutrition services and education. The Nutrition Manager will be well-versed in school meal regulations and complex nutrition standards. They will lead the coordination of nutrition services to ensure that cafeterias have the necessary equipment, trained staff, and are safely serving meals to students.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma (or GED) and three years of relevant experience in school nutrition programs. Experience in child nutrition or school nutrition. Experience in a school environment, preferably in a leadership position. Preferred: Associate or bachelor's degree in Nutrition/Health or related field.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

School Nutrition Association Certification

CPR, and First Aid within 3 months of the date of employment

Food Handler's Card within one (1) month of the date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Supervises the Nutrition Coordinator and oversees the contract for the Registered Dietician.
- Oversees the day-to-day operations at the individual school meal site.
- Administers the school meal programs in accordance with local, tribal, and federal policies.
- Ensures the meal sites have the necessary equipment and trained staff to prepare and safely serve each food item.
- Oversee procurement and financial administration of the school nutrition programming.
- Ensures high standards for safety/sanitation and meal quality.
- Develop a school food-safety program based on Hazard Analysis and Critical Control Point principles and standards.
- Coordinate health and safety inspections for each school kitchen.
- Coordinate menu planning with the Contract Dietician and Nutrition Coordinator.
- Develop plant-based or whole food recipes to integrate into school menu planning and other nutrition programming offered in the school settings.
- Leads nutrition education planning and monitoring of outreach and education related to nutrition and food.
- Coordinates catering and vending operations for the local schools.
- Ensures adequate inventory is available at all meal sites.
- Provides training for nutrition staff and school staff.
- Promotes the preservation of Jemez culture and language in program planning and implementation.
- Maintains good working relationships with students, families, community programs, volunteers, and external agencies.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of local food assistance programs and other community resources
- Excellent time management.
- Ability to work independently.
- Ability to supervise varying levels of staff.
- Ability to communicate effectively, verbally, and in writing.
- Outstanding organizational skills. Must be able to coordinate and implement multiple projects at a given time.
- Ability to gather data, analyze information, and prepare reports.
- Ability to develop and deliver program presentations and materials.
- Must have strong writing skills to deliver comprehensive programming to school-aged populations.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024