

## About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## About the Office of Early Learning (OEL)

### OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Nutrition Services Technician  
**PROGRAM/DIVISION:** OEL  
**BULLETIN No:** 01102019  
**SALARY RANGE:** \$40,000-\$45,000 (Commensurate with Experience)  
**OPENING DATE:** October 2, 2019  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:** Provide support regarding the administration of the CACFP grant. Coordinate the inventory, ordering, and distribution of food for all of the Centers. Monitor the Centers and homes for compliance with the USDA CACFP Grant. Inventory, order, and distribute food to Centers. Provide administrative support to CACFP Nutrition Coordinator. Provide training and technical assistance to food service aides and at parent committee meetings.

Complete food orders through Sysco and update food vendor on amount of meals to send to each center. File all required documentation. Assist with loading of food/paper goods into truck and delivering them to the early learning centers and unloading delivery at each assigned site. Divide food items and paper goods by site with packaging provided and according to food safety practices using food distribution plan provided by Nutrition Coordinator; store extra food in designated areas, complete inventory. Keeps food handling equipment clean and sanitized according to posted schedule and guidelines. Performs administrative duties for the nutrition services department (assist with compiling data for monthly claims for the CACFP program; entering center inventory into ordering database, etc.). Assist with monthly nutrition staff meetings at headquarters. Conduct weekly center monitoring of food services and CACFP regulations/guidance.

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622  
E-Mail: [info@upo.org](mailto:info@upo.org) • [www.upo.org](http://www.upo.org)

**MINIMUM QUALIFICATIONS:**

AA degree in nutrition, health, and human services or related field. Food handler's certification. Reliable transportation, must be able to travel to various sites. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

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Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in Nutrition, Health and Human Service or related field and two years of experience; food handler's certification, registered dietician and experience working with a Head Start or Early Head Start program. Knowledge of rules, and regulations related to food service, USDA guidelines.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This is a Special Trust position subject to mandatory random drug and alcohol testing.**

**This position *IS* in the collective bargaining unit of the CWA Union.**

**Submit your cover letter, resume, transcripts, to  
[upojobs@upo.org](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**