

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 to view all of our vacancies and to learn more about our company and services.

POSITION:	Lead Nutrition Services Specialist
PROGRAM/DIVISION:	OEL
BULLETIN No:	12112022
SALARY RANGE:	(Commensurate with Experience)
OPENING DATE:	November 18, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

JOB SUMMARY:

Provide the direction and administration of the USDA CACFP and Early Head Start nutrition program. Assess all enrolled children and families for nutritional needs; review menus; coordinate food service operations; develop and oversee nutritional training to staff and parents. Monitor centers for compliance with USDA CACFP and Early Head Start grant.

MAJOR DUTIES:

Coordinate and plan activities and areas of discussion, with the Health Manager, for the quarterly Health Advisory Committee meetings. Coordinate and plan nutrition activities with other components and work with community agencies to provide resources for the children and families. Responsible for carrying out goals, policies and activities designed to implement objectives and program standards; update the annual plan in conjunction with the appropriate Head Start Policy Committee. Assess nutrition information collected on each child enrolled in Head Start and determine nutritional need.

**UPO Vacancy Announcement
Lead Nutrition Specialist
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Work with each center to develop a schedule to ensure CACFP compliance, such as observing at meal times. Provide Food Handlers training to ensure that each center remains compliant with the Early Head Start Performance Attend monthly meetings on nutritional services successes and challenges. Submit a monthly report to the Monitoring and Compliance Manager. Provide nutritional trainings to parents.

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

DESIRED QUALIFICATIONS: Master's degree in Nutrition, Health and Human Service or related field and two years of experience; food handler's certification, registered dietitian 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.

Special Notice to all Applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

Submit your resume, and a copy of your degree or transcript: [CAREER CENTER](#)