

# JOB ANNOUNCEMENT

## Nutrition Coordinator (\$35,000-\$40,000)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, salary** position with a generous benefits package? If so, look no further!

We're currently searching for someone who **enjoys providing nutritious meals to the children, working well with co-workers and the families**, is passionate about serving the Newark community, and is able to work at our **221 Broad Street** location.

Apply now so you can become part of our ever growing organization.

### KEY DUTIES:

- Develop and coordinate all nutrition services for the Pre-K and Head Start/ Early Head Start participants and families
- Coordinate with the Nutritionist to create healthy and nutritious menus for all child care programs including special menus for participants with special dietary needs.
- Create special dietary plans and monitor all special dietary needs of participants.
- Conduct CACFP monitoring regularly at all child care programs to ensure compliance with all CACFP/USDA regulations, including the accurate completion of nutrition-related paperwork.
- Create new nutrition policies and procedures when necessary.
- Implement and monitor nutrition policies and procedures for the program in accordance with the regulations of CACFP/USDA and Head Start/ Early Head Start.

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[Ecdrecruiting@lacasanwk.org](mailto:Ecdrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Associate Degree or Bachelor's Degree in Nutrition

Experience working in Nutrition at least 3 years

Experience working with community and families

Has knowledge of CACFP

### SCHEDULE:

Monday – Friday

8:15am – 4:15pm

*Schedule may vary accordingly to meet division's needs*