



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746
Tel. (562) 776-1301
www.plazadelaraza.info

Internal Employment Opportunity

Posted Date: June 13, 2018

Closing Date: June 27, 2018

Position Title: Nutrition Specialist
Reports To: Assistant Director of Program Services
Department: Health and Nutrition
Employment Status: Exempt / 12 months per year
Salary Range: \$3,819.00 - \$4,429.00 monthly
Work Location: Los Angeles County

I. Program Summary:

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza currently serves over 1,620 children and their families.

II. Summary of Duties:

The Nutrition Specialist has the functional responsibility of planning, implementing and evaluating the food program. This includes, long-range menu planning, establishing inventory needs and requirements, ensuring that health standards are implemented and maintained, monitoring reporting and record-keeping to ensure a cost effective operation, and establishing and conducting nutritional education sessions for parents and staff.

III. Qualifications & Experience:

A. Education

Associate degree from an accredited college required or a Bachelor's Degree from an accredited university in dietetics, food service or a closely related field preferably supplemented by related nutrition coursework and certified in an approved nutrition program preferred. A Diet Technician Registered (DTR) is highly desirable. The Nutrition Specialist must demonstrate competency in food service management and the ability to work with the enrolled population.

B. Experience

Minimum of four (4) years of work experience USDA food program with experience in food preparation and services, including experience supervising food service employees and kitchen. Two years of cooking experience preferred. Three years of supervisory experience as well as experience working with parents, children, teaching staff and nutritional professionals.

IV. Special Requirements

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required.*

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.*

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver license, or have available private transportation.*

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

Health Care: Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA

Financial: 401(k) Plan and Direct Deposit

Time Away From Work: Vacation, Paid Holidays, Personal /Sick Days, Leave of Absence, Jury Duty and Bereavement Leave

Work/Life Solutions: Life Assistant Program

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift two handed up to at least 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway North, Suite 400, City of Industry, California 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Parkway North, Suite 400
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Official Transcripts indicating AA/AS degree in dietetic, food services or a closely related field.

*** Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.