



### **NUTRITION PROGRAM SPECIALIST – BILINGUAL**

**Reports to:** Financial Services Manager, Early Care and Education  
**Division:** Student and Community Services

#### **Our ideal candidate**

You are a dependable, punctual, caring professional. You can communicate effectively with staff, partners, and Spanish-speaking families. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and partners.

#### **General description**

The Nutrition Program Specialist performs a variety of technical clerical duties to support the operation and administration of the Child and Adult Care Food Program. Under the direction of the Financial Services Manager, establish eligibility for Licensed Family Day Care Home providers participating in Child and Adult Care Food Program according to funding guidelines. Recruit Family Day Care Home providers and monitor their compliance with the Child and Adult Care Food Program regulations.

#### **Specific duties and responsibilities**

- Recruit providers for the Child and Adult Care Food Program to maintain required monthly participation level.
- Establish and monitor eligibility for providers participating in the Child and Adult Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, reports, and management bulletins. Maintain provider files for all providers participating in the Child and Adult Care Food Program with corresponding documentation/records. Assist with data collection for reports.
- Re-certify eligibility for provider participation periodically or as needed and/or as eligibility changes.
- Conduct regular provider and center trainings and site monitoring visits.
- Receive and respond to telephone or email requests for program information and procedures.
- Monitor provider and center menus for compliance with Child and Adult Care Food Program nutrition standards. Provide program information, nutrition trainings, program requirements, updated policies and educational nutrition information to all providers and center staff.
- Audit attendance, menu, and meal count records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- Participate in staff meetings, professional development opportunities, workshops, and conferences.
- Perform other related duties as assigned.



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**Requirements**

Education: Possession of a high school diploma or GED. Completion of college coursework in nutrition or dietetics is desirable.

Experience: Two years of experience that included clerical duties, public contact, and independent decision-making. Experience in a human services or educational setting is preferred.

**Knowledge of:**

- Modern office practices, procedures, and equipment.
- Operation of office machines, including computer equipment and specified software.
- Telephone and email etiquette.
- Record-keeping practices.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

- Learn the operation and administration of the Child Care and Adult Food Program.
- Learn and apply policies, laws, regulations, and procedures relating to a variety of early care and education programs.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations accurately.
- Plan and organize workload to effectively meet schedules and timelines.
- Operate a variety of office machines including a computer, calculator, copier, and applicable software.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing, in Spanish and English.
- Obtain information from a variety of sources
- Compile, maintain, and submit accurate and complex records and reports.
- Establish and maintain effective relationships with others.
- Demonstrate tact, patience, and courtesy.
- Maintain confidentiality of files, records, and other sensitive material.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

**Licenses and Certificates**

Valid California driver's license, use of a dependable vehicle, and automobile insurance required by law.



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**Working Conditions**

Positions in this classification are considered generally sedentary. Many duties are performed while sitting at a desk and usually involve extensive use of computers, telephones, and other office equipment; interruptions may be frequent. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards. Visits to child care sites may expose the employee to common childhood diseases and other communicable diseases.

Local travel by car to a variety of locations countywide, in order to conduct monitoring visits, is required.

**Salary range 63**

**Series**

Clerical

<i>Approved by the Personnel Commission:</i>	November 14, 1986
<i>Revised:</i>	October 28, 1993
	December 19, 2002
	January 28, 2016
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