



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

NUTRITION MANAGER

Division: Early Childhood

Department: Head Start

Supervisor: Associate Director for Health Services

FLSA Status: Exempt- Administrative/Executive

Job Mission:

To ensure that the management of nutrition services and CACFP guidelines in OLHSA's Early Childhood Services grantee program is in compliance with state and federal guidelines. Nutrition Manager is responsible for using his/her independent judgment and discretion with regard to marketing of the programs, monitoring of the problems, dispute resolution of programs, and nutrition staff supervision providing nutrition services to the EHS/Head Start population.

Performance Standards:

1. Manage the Early Childhood food service program in accordance with Michigan Child and Adult Care Food Program and ACF Head Start Performance Standards.
2. Manage nutrition counseling, referral service and follow-up to families of children identified as having low hematocrit, weight abnormality, food allergies or any referred nutrition problems for all Early Childhood Programs.
3. Participate in agency management and Leadership meetings.
4. Supervise 3 Nutrition staff and 2 Food attendants.
5. Carry out all other duties as directed by supervisor.

Qualifications:

1. B.S. degree in Food and Nutrition, Dietetics, or related field.
2. One (1) year experience in Nutrition working with children and families. Head Start experience preferred.
3. Minimum one (1) year supervisory experience.
4. Valid Michigan Driver's License, valid automobile insurance, and reliable transportation to be used for job related travel are required.

Hours & Wage

\$1053.60 per week (minimum)

40 hours per week, 52 weeks per year

Deadline to Apply

Until filled

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Nutrition Manager

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	4	
Stand	2	
Walk	2	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	No	
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: Apr 14, 2025