

Job Summary:

The job of School Nutrition Liaison is done for the purpose/s of communicating with, providing nutrition education training and technical assistance to assigned school locations and personnel participating in the grant-funded nutrition program. The person in this position meets with administrators, teachers, parents and students in order to meet the Integrated Work Plan goals and objectives.

Essential Functions:

- Acts as liaison/contact for the purpose of communicating with and providing technical assistance to assigned school locations/personnel participating in the nutrition grant.
- Assists in preparing exhibits, posters, displays and materials for the purpose of presenting at meetings, conferences, staff development, community events, public gatherings and in classrooms.
- Attends meetings and trainings for the purpose of fulfilling grant requirements.
- Presents nutrition information to classrooms using approved materials.
- Participates in the Impact Evaluation Study for the purpose of increasing fruit and vegetable consumption by adults, children and teens.
- Performs related essential functions for the purpose of completing assigned duties and responsibilities.
- Supports other Tulare County programs for the purpose of providing general nutrition education to include physical activity promotions through participation in community activities and by providing resources to enhance program content.
- Operates a personal computer using related software applications and standard office equipment for the purpose of accomplishing goals and objectives of the grant.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - plan, prepare and give effective oral presentations;
 - prepare and present educational and outreach materials;
 - operate an automobile;
- **Knowledge of:**
 - concepts of public health education and services;
 - education needs of the community;
- **Ability to:**
 - write clear, concise and technically accurate reports and letters;
 - interpret and explain programs to groups and individuals;
 - communicate in a patient, tactful and courteous manner to gain cooperation from people of various educational and socioeconomic backgrounds;
 - proofread and edit reports and letters;
 - establish and maintain effective working relationships with a wide variety of agencies, organizations and individuals;
 - read, understand, analyze and recall program regulations;
 - work independently and as a team member, and be well-organized, enthusiastic and self-directed;
 - work occasional evenings and weekends;
 - provide own transportation, with insurance, to work and other Tulare County school sites;
 - establish priorities, plan, organize and schedule work;
 - speak and write fluent Spanish is preferred.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. This job is performed in a generally clean and healthy environment. Job related experience within specialized field is required.

Education Required:

- High school diploma or G.E.D. required.
- AA Degree or equivalent 60 units in nutrition, health science, public health, or related field is preferred.

Experience Required:

- Two years of experience in community nutrition, public health programs, social marketing, classroom education, or comparable experience in an educational environment.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's license and proof of automobile insurance. Department of Justice and FBI Fingerprint Response.
- Valid Food Manager Certificate

FLSA Status: Non Exempt

April 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.