



SUNBELT HUMAN ADVANCEMENT RESOURCES, INC. (SHARE)

Office of Human Resources

P. O. Box 10204 * Greenville, SC 29603

Phone 864-269-0700 * FAX 864-295-6151

JOB VACANCY NOTICE Number 1131

Date Issued: August 24, 2011

Job Title: Nutrition Specialist

Closing Date: until filled

DEPT: SHARE Head Start **Classification:** Regular, Full Time* **Number of Vacancies:** 1

LOCATIONS: Based at 652 Rutherford Road, Greenville, SC, responsible for nutrition services in SHARE Head Start/Early Head Start service area, primarily for Greenville and Pickens Counties, as assigned.

Position available October 1, 2011.

ONLY QUALIFIED CANDIDATES NEED APPLY.

QUALIFICATIONS: Registered Dietician (RD) or Nutritionist with Bachelor's Degree in Food & Nutrition or related field desired. At least two years of college with food & nutrition course work required. At least two years work experience in Community Nutrition Services to children ages 0 – 5 required. If lacking Bachelor's Degree in Food & Nutrition, must have at least four years experience in community nutrition, including services to children ages 0 – 5, in addition to minimum college requirement stated above. Excellent math, written and verbal communication skills required. Knowledge of available community resources required. Valid SC driver's license and good driving record required. Please submit transcript of food & nutrition courses and degree attained with application.

Must pass SLED and FBI criminal background check and pre-employment drug screen.

JOB SUMMARY: Plans, implements, supervises and evaluates an effective nutrition services program in accordance with Head Start Performance Standards. Ensures that all aspects of the Nutrition program and menus meet USDA and CACFP requirements and all Federal and State standards. Collaborates with other community agencies and nutrition professionals on behalf of children and families. Supervises and evaluates Nutrition Staff (Cooks). Performs related duties as outlined in full job description and as assigned.

Entry Salary: Bi-weekly \$1,208.88 - \$1,329.77 (Depending on Qualifications)

*Position is considered full-time, but funding is subject to federal budget allocations. Corresponding annual salaries for bi-weekly rates shown above are \$31,431 - \$34,574 for 52 weeks (26 pay periods). Actual gross will depend on the number of weeks scheduled for the position in the school year. For PY 2012 the position is currently budgeted for 46 weeks (23 bi-weekly pay periods). Actual gross for 46 weeks would be \$27,804 – \$30,585 (Depending on Qualifications).

- Job applications must be completed by hand, signed and dated.
- All information including addresses for references must be provided.
- Incomplete applications will not be accepted or acted upon.
- Resumes if submitted must be accompanied by a complete application form.
- Applications are not active until received in the SHARE Office of Human Resources;
by mail: P.O. Box 10204, Greenville, SC, 29603;
or apply in person at SHARE, 1200 Pendleton St., Greenville, SC 29611.
- Applications remain active for three months, and expire at the end of that period.

SHARE reserves the right at any time to fill the position or to extend the application period and/or the effective date without notice and without final consideration of any pending application.

SHARE IS AN EQUAL OPPORTUNITY EMPLOYER