



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Nutrition Educator	DATE:	August 2024
DEPARTMENT:	25 Programs	WRITTEN BY:	Cynthia Alcocer-Garcia
CLASSIFICATION:	Non Exempt	REVIEWED BY:	CEOs
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Senior Manager of Health and Social Services

POSITIONS SUPERVISED: None

JOB SUMMARY

The objective of the Nutrition Educator is responsible for educating clients and agencies about the importance of nutrition and identifying current and potential resources of nutritious food available to members. This person will lead virtual and in-person community cooking and nutrition workshops that ensure the goals and dietary standards we encourage are being taught. This person will participate in cultivating community partnerships in compliance with SNAP-ED guidelines, and other science- and evidence-based programs, coordinating with other staff and interns or volunteers as needed. This person will keep the Senior Manager of Health and Social Services updated and well informed on area activities and projects.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assists with evaluating standardized recipes, planning, administering, and coordinating Nutrition Education classes for low-income persons
- Leads virtual and/or in-person cooking and nutrition workshops both onsite and offsite, as needed
- Provide nutrition training to food bank agency network
- Develop, maintain, and enhance external relationships with appropriate nutrition and public health organizations
- Compile monthly reports and administrative compliance
- Research, develop, and maintain nutrition curriculum designed for children and adults, as directed
- Provide feedback on policies, procedures, and curriculum regularly to reflect current nutrition education standards, trends, and regular program evaluation
- Provide internal Educational awareness to volunteers, as well as Food Bank staff
- Help determine possible baselines nutritional value of food bank products by using a nutritional evaluation tool (interfaced with CERES). Following H.E.R. (Healthy Eating Research) guidelines
- Provide support by helping develop recipes for pantry boxes and provide nutrition education workshops and food demonstrations at partner agency locations
- Provide guidance on nutritious menus for food bank programs
- Plan and provide information and displays for health and community fairs
- Assists with research to build the health equity strategy
- Cultivating community partnerships to engage in community-centered nutrition interventions
- Maintains proper documentation of classes responsible for teaching, including sign-in sheets, pre- and post-surveys, evaluation, and other materials as needed in a confidential manner
- Compiles with departmental monthly deadlines for submitting reporting and other materials
- May be required to compile monthly data in conjunction with the Nutrition educators and Senior Manager of Health and Social Services

- Attends meetings, FBRGV events, and presentations as required
 - Assists in the development and/or implementation of departmental projects, as needed. Projects include, but are not limited to, Community Outreach and/or community centered nutrition interventions, Community Nutrition Presentations, and other special nutrition education projects as they arise
 - Copies, files, and organizes all paperwork and supplies, as needed
 - Contributes to team effort by accomplishing related results as needed
 - Performs additional duties as assigned by the Senior Manager of Health and Social Services
-

QUALIFICATIONS

- Must have reliable transportation to travel to remote job sites as required
- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV
- High school diploma or equivalent
- Personal experience in community service and an understanding of the role of volunteerism
- Ability to politely be firm and decisive. Good judgement and discretion
- Ability to work cooperatively with other staff, volunteers, and agency personnel
- Ability to manage time efficiently and to work independently with minimum supervision
- Knowledge of correct way to lift heavy items and physical ability to do so
- Ability to lift 40lbs on a regular basis
- Understanding of nutrition and healthy principles of cooking
- Ability to train others in various procedures
- Knowledge of correct way to lift and carry heavy items
- Thorough knowledge and experience in Business English, Spelling, Punctuation, and Grammar
- Knowledge and experience with computers, Microsoft Office, etc.
- Understand and follow oral and written instructions
- Possession of a current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment
- Bilingual English/Spanish
- Excellent communication skills, both written and verbal
- Ability to represent the Food Bank in a courteous professional manner

EDUCATION/CERTIFICATION:

High School Diploma, Associate's degree or Bachelor's degree (preferred), or at least 5 years' experience in pertinent field.

SKILLS/ABILITIES:

- Ability to walk, stand, sit, kneel, push, stoop, reach about the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift, and carry under 40lbs, perceive depth
- Able to communicate information clearly
- Attentive to detail
- Able to coordinate well with other departments and personnel
- Ability to work in a moderately noisy location (e.g. business office, light traffic)
- Standard vision requirements; vocal communication is required for expressing and/or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities

This position requires travel to various remote job sites; therefore, the candidate must have reliable transportation.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____