

COVID-19 VACCINATION REQUIREMENT

COVID-19 vaccine is a condition of employment for all employees of Church Health, including those who do not have direct patient contact; this policy extends to all contract employees, students and volunteers who work within Church Health spaces at Crosstown Concourse. It is the intent of this policy to require any booster shots or subsequent annual vaccinations, as recommended by the CDC, to maintain vaccination status. Proof of vaccination is required absent a documented medical and/or religious exemption. Also, please note that all current and newly hired employees must be fully vaccinated by November 1, 2021.

JOB DESCRIPTION

The overall purpose of the Nutrition Education Coordinator position is to coordinate the planning, developing, and implementation of nutrition education programs and the maintenance of the kitchen spaces to meet Department of Agriculture and Health Department standards. Leads/coordinates kitchen events for Church Health patients, staff and outside agencies. Provide cooking/nutrition/planning expertise to outside agencies, healthcare education programs, university and high school programs. Must be able to maintain flexible schedules, including evening and weekend work hours.

RESPONSIBILITIES

- Improve nutrition and healthy dietary lifestyles of our patients and community by working with Nutrition Manager, Kitchen Operations Manager, and nutrition staff to ensure the best delivery of nutrition education programs for multiple populations (various professional and community populations).
- Provide oversight to maintain all kitchen spaces to highest level of order and cleanliness following the cleaning schedule and checklist implemented to meet Health Department and Department of Agriculture requirements.
- Teaching lead for nutrition education programming, special events for outside agencies and internal events for Church Health.
- Responsible for Qualtrics communications to your class participants i.e.: pre and weekly class emails, follow up survey emails etc.
- Provide consultation and technical assistance to local/regional agencies and healthcare education programs in nutrition education and related areas.
- Provide oversight in dashboard reporting and best practice procurement protocols.
- Coordinate recipe development for cooking classes, nutrition nibbles, meal preps and other kitchen events with Nutrition Education Specialist, Dietitian and Kitchen Operations Manager.
- Coordinate kitchen/event coverage with Nutrition Education Specialists.

QUALIFICATIONS

- Culinary Degree, or Bachelor's Degree in nutrition or related field. Equivalent experience that includes nutrition education, food preparation, and teaching cooking may also be considered.
- 3 to 5 years' experience in clinical services and dental health education preferred.

SPECIAL SKILLS & KNOWLEDGE

- Demonstrate proficiency in teaching nutrition education, safe food preparation techniques and kitchen maintenance.
- Ability to organize and work on multiple tasks simultaneously.
- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.