



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Nutrition Educator, Casual**

An Equal Opportunity Employer

SALARY
\$50.00 Hourly

OPEN DATE: 08/14/19

CLOSE DATE: Continuous

THE POSITION

**NUTRITION EDUCATOR
(CASUAL RECREATION INSTRUCTOR/OFFICIAL 6)
(Approximately 3-10 hours/week)**

Note: Casual non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 900 hours in a fiscal year (July 1-June 30).

Under general supervision of the Columbia Neighborhood Center (CNC) Site Manager or designee, the recreation instructor will develop and facilitate nutrition curriculum and program hands-on cooking activities to support health and wellness programs for youth, adults and families.

ESSENTIAL JOB FUNCTIONS

May include, but are not limited to the following:

- Prepare nutrition curriculum and cooking activities for each 90-minute cooking lesson which may include but not limited to researching and preparing appropriate recipes, submitting supply and equipment requests, nutrition educational materials such as demonstrations, tastings and/or worksheets. Recipes and curriculum must emphasize and support healthy, budget-friendly eating habits,
- Maintain a safe, friendly and clean environment for class participants. Must practice and demonstrate safe and proper food handling techniques during class while using public facilities and ensure facility is returned to original condition after use.
- Provide an orientation and initial assessment to new participants that join the health and wellness programs at CNC. This includes introduction to proper cooking techniques and how to use the equipment and kitchen tools safely
- Work with participants to create individual and group goals and adjust lessons and recipes to reflect participants' skills, needs and interests.

- Actively supervise, monitor, and support participants during hands-on cooking sessions to ensure proper use of equipment and minimize risk of injuries.
- Provide excellent customer service and demonstrate ability to be flexible and creative in meeting the diverse skills and interest of participants.
- Complete clerical and administrative tasks such as open and classroom as needed, submit equipment/supply requests and track participant progress through pre- and post-surveys.
- Submit motivational and educational content suggestions to be sent to program participants bi-weekly via email, text communication and City social media channels.
- Become familiar with programs, services, and special events taking place at Columbia Neighborhood Center to make referrals as appropriate
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- An Associate's degree or higher from an accredited university with a focus on Nutrition or health science.
- Minimum one year experience in providing nutrition education
- Experience with working with diverse populations (youth, adults, seniors, etc.)

Licenses/ Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternative transportation as approved by the appointing authority.

Desirable Qualifications:

- Bilingual in English & Spanish
- Current CPR and First Aid certification
- Currently certified in Nutrition by a nationally recognized organization such as ACE, NASM, ISSA, NESTA, Precision Nutrition or AFPA.

APPLICATION AND SELECTION PROCESS If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources.

City application forms, completed in full and responses to the supplemental questions are required. Candidates are asked to fully describe any training, education, experience and/or skills relevant to this position. **Resumes are not accepted in lieu of the application, please do not indicate "see resume". Electronic applications may be submitted on-line through the City's employment page;** go to Sunnyvale.ca.gov, Search: Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94088. Late or incomplete applications will also not be accepted. Please submit application materials as soon as possible to be considered for this position as this job posting may close without notice.

SELECTION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position.

Based upon a review of the application materials, the most qualified candidate applications will be forwarded to the hiring department for review. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the position will be invited to participate in an interview.

Applications are reviewed on an ongoing basis and information regarding next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. If you have not heard back within five working days, please contact Faye Brand at fbrand@sunnyvale.ca.gov or 408-730-3015.

Any candidate, selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

For more information regarding this employment opportunity, contact Angela Chan at (408) 730-7803 or by email angelachan@sunnyvale.ca.gov. For information relating to the application process contact Faye Brand, Human Resources Technician at (408) 730-3015 or email: fbrand@sunnyvale.ca.gov.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #19-00192

NUTRITION EDUCATOR, CASUAL
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Nutrition Educator, Casual Supplemental Questionnaire

*** 1. Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes.

Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously. The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.***

By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐Yes ☐No

*** 2. An Associate's degree or higher from an accredited university with a focus on Nutrition or health science is required for this position. Do you have Associate's degree or higher with a focus on Nutrition or health science?**

☐Yes ☐No

*** 3. If you answered "yes" to the question above, list the degree earned, field of study, and the accredited college or university which you attended. If you answered no, please enter N/A in the box below.**

*** 4. Do you have a minimum one (1) year experience in providing nutrition education?**

☐Yes ☐No

* 5. If you answered yes to the previous question, describe your experience below. Please include the organization you worked/volunteered for, age range of participants, and topics covered, and the length of time you were there. If you answered no, please enter N/A in the box below.

* 6. Do you have experience with working with diverse populations (youth, adults, seniors, etc.)?

☐Yes ☐No

* 7. If you answered yes to the previous question, please describe your experience in the box below. If you answered no, please enter N/A in the box below.

* 8. Desirable qualifications are: •Bilingual in English & Spanish •Current CPR and First Aid certification •Currently certified in Nutrition by a nationally recognized organization such as ACE, NASM, ISSA, NESTA, Precision Nutrition or AFPA. Please select all that apply to you below.

☐ Yes, I am bilingual in English and Spanish

☐ Yes, I have current CPR and First Aid certification

☐ Yes, I am certified in Nutrition by a nationally recognized organization.

☐ None of the above

* 9. If you have Nutrition certification, please list the organization below. If none, please enter N/A in the box below.

* Required Question