



Hays County Food Bank  
220 Herndon St.  
San Marcos, TX 78666  
(512) 392-8300  
[www.haysfoodbank.org](http://www.haysfoodbank.org)

## Position Description

<b>Job Title:</b>	<b>Nutrition Educator</b>
<b>Reports To:</b>	<b>Programs Manager</b>
<b>Location:</b>	<b>Hays County Food Bank Office</b>
<b>Classification:</b>	<b>Part-Time, Non-Exempt</b>

### Position Summary

Under the direction of the Programs Manager, the Nutrition Educator plans, prepares for, and executes Nutrition Programs (i.e.: Food Wise Cooking Classes, Kids Cooking Classes, Community Nutrition Engagement Program sessions, and Senior Nutrition and Wellness Program sessions), develops recipe templates for cooking demonstrations at client distributions, works closely with nutrition interns assigned to these programs, and educates student campers about nutrition in the summer months.

### Duties and Responsibilities

- Serve as lead educator during HCFB Nutrition Education Programs. Responsible for lesson introduction, teaching recipe preparation, monitoring participant behavior, and working within specific time constraints.
- Conduct cooking demonstrations at food distributions, onsite and virtual classes.
- Assist with setup, snack preparation, and cleanup for education sessions.
- Create, test, and analyze recipes for clients using the HCFB Nutrition Education Program inventory.
- Research successful Nutrition Education Programs across the nation to use as models for future lesson planning.
- Create engaging activities for classes centered around health and nutrition.
- Brainstorm creative ways to evaluate program success.
- Educate clients about nutrition through HCFB distributions and programs.
- Other duties, as assigned by the Programs Manager.

### Hours

- **Monday 8AM-2PM, Thursday 8AM - 2PM Additional hours TBD**
- **Possible Saturday Once a Month**

**\*Plus help with special events, as needed for a total of 10-15 hours per week. Work schedule will vary and may include work on evenings and weekends.**

*Serving hungry people in Hays County since 1984.*

## Qualifications

- Commitment to and passion for the mission, vision, and values of Hays County Food Bank.
- At least 18 years of age.
- Must be diplomatic and have the ability to work with a diverse range of people and age groups.
- Ability to work independently and as a team player.
- Ability to maintain confidentiality.
- Be organized, responsible, flexible, hard-working, ethical, and a self-starter.
- Must have a general interest in nutrition, science, food, cooking, etc.
- Excellent critical thinking/problem solving skills.
- Excellent verbal and written communication skills and willingness to engage in public speaking.
- Community service minded.
- Experience working with children and/or seniors, as well as managing small groups
- Computer proficient (including social media platforms, and Google Suite).
- Spanish language proficiency is ideal, but not required.
- A clean driving record for the past 3 years is **required**.

## Working Conditions

- Work is performed in various offsite locations. The use of portable cooking equipment is required.
- Workspace could be small and noisy at times.
- Periodically may work outside and be exposed to the elements.
- Employees may be exposed to spoiled food and sharp objects due to working with damaged products.

## Physical Requirements

- Work involves moving boxes and employees must lift, bend, stoop, pick up and move objects up to 50 pounds.
- Ability to sit, type, and view computer screens for long periods of time.

## Direct Reports

N/A