



Helping People. Changing Lives.  
**Bolivar County Community Action Agency, Inc.**  
Eastgate Center, Suite 120  
810 East Sunflower Road  
Cleveland, MS 38732  
Phone: 662-846-1491  
Fax: 662-843-0173  
Email: [hr@bolivarcaa.org](mailto:hr@bolivarcaa.org)

Elnora Littleton, Executive Director  
Head Start/ Early Head Start Director

April 10, 2024

**Bolivar County Head Start/Early Head Start Program** has the following job opening:

**NUTRITION DIRECTOR – Countywide**

Directs and supervises the planning, scheduling, and preparation of meals and snacks provided to children enrolled in the Bolivar County Head Start Programs that meet USDA and MS state regulations.

Must provide information and guidance to the staff concerning the principles of good nutrition, sanitary practices, proper use of kitchen equipment, and attractive food preparation. Designs and conducts an in-service training program that provides the cooks with food preparation, serving, and storage skills. Monitors the Head Start kitchens for compliance.

- Registered Dietician or Nutritionist (Preferred).
- Bachelor's degree in Nutrition, Dietetics, Food System Management, Human Nutrition, Home Economics, or a related field.
- Three (3) years of experience in supervising a food program.
- ServSafe Certification (Preferred).

**Must be able to pass a criminal background check, physical and drug screen.**

**DEADLINE TO APPLY**

Please submit a cover letter of interest, resume and three (3) professional references via email to: [hr@bolivarcaa.org](mailto:hr@bolivarcaa.org). **The deadline to apply is April 17, 2024.**

*BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*