

NUTRITION SPECIALIST

DEFINITION

Under the direction of the Child Nutrition Services Manager, coordinates and implements nutrition education, wellness policy and promotions; designs, develops, and analyzes menus, recipes, food product specifications and menu production worksheets to meet student acceptability and federal and state guidelines; writes and manages government funded grants; provides technical guidance in the field of nutrition; and perform other related work as required.

ESSENTIAL FUNCTIONS

Develops, implements, administers and reviews nutrition education programs, district wellness policy and promotions; utilizes computer programs to plan and prepare menus and menu specifications to provide quality, nutritionally balanced meals according to dietary guidelines; works with the Child Nutrition Services Manager and the Child Nutrition Services Field Supervisor to implement new menus; ensures menus are followed and trains food service staff on implementation of planned menus; completes nutritional analysis and food based compliance reports; updates and maintains the nutritional database and physical documentation of food product nutritional specifications and formulation statements; develops, evaluates and tests new and existing standardized recipes; develops and facilitates taste tests and surveys to assist with menu planning; recommends new and innovative menu items to introduce new foods to children to encourage a varied diet and support nutrition promotions; creates printed menus and online menus; writes menus to ensure appropriate meals are provided to students with special dietary needs, including food allergies and medical conditions; communicates with parents and medical personnel including school nurses as needed to ensure complete oversight of special menu needs; plans and writes grants, and accounts for grant expenditures and allowable use of state and federal grant funds; and perform related work as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities;
Sanitation and safety practices and procedures and HACCP Food Safety System;
Standard cafeteria appliances and equipment;
Menu planning, nutritional analysis and related dietary guidelines for Federal and State meal programs and individuals with special dietary needs;
Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint), etc;
Basic arithmetic, record keeping, and money handling procedures;
Personnel motivation methods and techniques.

Ability to:

Prepare and serve a variety of foods in large quantities;
Meet regular schedules and frequent deadlines;
Effectively organize and assist food service personnel with nutrition and implementation of menus;
Exercise good judgment, make decisions, establish professional contacts, and organize time with minimal supervision;

Adhere to federal and state guidelines and requirements for all meal programs;
Perform simple arithmetical calculations;
Compile data and prepare clear and concise reports by hand and/or computer;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

A Bachelor's Degree in Nutrition, Health Education, or related field.

Experience:

Two years of increasingly responsible technical assistance in the field of nutrition, including responsibilities involving nutritional needs for children in meal programs. Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. Experience in school food service is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

Registered Dietician

Must possess a valid Food Safety Management certificate

Valid California Driver's License

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting, pushing, pulling and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate computer keyboard, hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, and reach.

Working Conditions:

Office, school, kitchen and outdoor environments. Sitting for extended periods of time. Driving a vehicle to conduct work. Constant interruptions. Hearing or speaking to exchange information in person or on the telephone. May be necessary to stand for prolonged periods of time on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I