

TITLE: NUTRITION SPECIALIST

JOB GOAL: Under the general direction of the Director of Child Nutrition Services collaboratively plans, evaluates, and analyzes nutritionally sound meals that are in compliance with state and federal guidelines. Designee will coordinate, implement, and monitors all activities related to nutrition including but not limited to nutrition outreach, marketing of school nutrition programs and the promotion of health and district wellness goals.

QUALIFICATIONS

Knowledge of

1. Applicable local, state, and federal laws, regulations, and procedures as they pertain to the National School Lunch, School breakfast and After School Snack programs.
2. Principles, procedures, methods, and strategies of organization, supervision, effective training, and motivation methods.
3. Board policies and procedures related to the administration of a Nutrition Services program.
4. Principles of safety and sanitation and HACCP Food Safety System.
5. Advanced principles of nutrition analysis and related dietary guidelines.
6. Dietary planning for people with specialized needs (i.e., weight, allergies, or illness).
7. Methods of quantity food production, price, portion controls, and methods of preparing and serving food in large quantities.
8. Menu planning, recipe development and standardization used to address the needs of a variety of students from various social/cultural backgrounds, as well as those with special needs.
9. Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint) etc.

Ability to

1. Adhere to federal and state guidelines and requirements for all meal programs
2. Organize, manage, coordinate, implement, administer, oversee and evaluate district-wide menu development and nutrition outreach.
3. Prepare menus and develop standardized recipes to address the needs of a variety of students from various social/cultural backgrounds, as well as those with special needs.
4. Analyze the nutritional content and cost of recipes and menus
5. Identify and conduct effective marketing activities
6. Operate a computer using word processing, spreadsheets, email and other business software.
7. Communicate clearly and effectively in both oral and writing language
8. Motivate students to adhere to proper nutritional standards and develop parental support
9. Develop and implements operational and nutritional policies and procedures,
10. Conduct trainings
11. Be a productive and active team member.
12. Establish and maintain effective rapport with students, parents, and community members.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Understand and carry out oral and written instructions.
16. Work successfully with diverse groups of people.

Training and Experience

1. Education: Graduation from a four-year college or university with a major in nutrition, dietetics, food management, public health, or closely related field of study;
2. Experience: One year of experience or an equivalent combination of training and experience that demonstrates the ability to competently fulfill the duties of the position. Experience in a school food service preferred;
3. Licenses, Certifications, Bonding, and /or Testing Required: Valid driver's license and evidence of insurability, TB test clearance, criminal justice fingerprint clearance, and pre-employment physical and drug test. Desirable candidate will be a Registered Dietitian or Registered Dietitian candidate and have earned the School Nutrition Specialist (SNS) credential and Serve Safe certificate.

REPORTS TO: Director of Nutrition Services

ESSENTIAL FUNCTIONS

1. Utilizes computer programs to create, analyze and evaluate menus / recipes / production sheets for nutritional content that meet state and federal guidelines;
2. Maintains and updates accurate nutrient database and food product nutritional specification records;
3. Trains staff on standardized recipes, portion control, and production factors that affect menu compliance;
4. Writes menus to satisfy students with special needs, chronic disease, and allergies; communicates with medical personnel, parent and site staff as needed to ensure complete oversight of special menu needs;
5. Develops, plans, coordinates, implements, and evaluates nutrition outreach in the district which may include in the classroom.
6. Markets nutrition information to students, parent, and the community; which may include designing marketing material, tools and newsletters;
7. Sell the importance of good nutrition to all target audiences; make nutrition education fun and accessible;
8. Serves as a liaison between school nurses, teachers, curriculum / instruction and child nutrition services;
9. Assists the Wellness Committee in meeting the school site wellness goals;
10. Collaborates with school site staff to promote healthy eating and wellness programs;
11. Attends various meetings of district personnel, student groups, advisory councils, community representatives, parents, and vendors which may involve evening and weekends and community events to promote wellness and nutrition education;
12. Plans and presents Board presentations as needed;
13. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Uses computer software used by Child Nutrition Services;
2. Plans and implements menu promotions;
3. Applies for state and federal grants related to nutrition education, nutrition outreach and promotion of school meal programs;
4. Assists in coordinating activities for dietetic interns;
5. Implements and oversees nutritional advisory committees at school sites;

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand and/or walk on hard flooring for sustained periods of time, up to and including eight (8) hours.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds
11. Able to sustain strenuous manual labor for four (4) to six (6) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work at various elevated heights in a safe and effective manner.
20. Able to work in a wide range of temperatures.
21. Able to collect currency and make change.
22. Able to demonstrate manual dexterity necessary to operate food preparation utensils, machinery, and equipment in a safe and efficient manner.
23. Able to operate material handling and food transportation equipment in a safe and effective manner.
24. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.
25. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Possession and maintenance of a food handler's certificate issued by the County Health Department to be obtained at the time of appointment or Current Serve Safe Certificate.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.
3. Have working knowledge of District safety rules and regulations.
4. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

TERMS OF EMPLOYMENT: Classified Management/Twelve-Month Work Year

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions. The Director of Nutrition Services will complete the evaluation.

Approved by:

Board of Education

Date: May 12, 2016

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS
A TOBACCO-FREE, DRUG-FREE WORKPLACE and
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**