

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services or designee, participate in the planning of nutritious, cost-effective and attractive meals; plan, coordinate and monitor District-wide nutrition and health education activities; train staff to encourage healthy and nutritional eating habits; coordinate communications and serve as a technical resource concerning health and nutrition and provide high responsible assistance to the Director-Child Nutrition Services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and monitor nutrition and health education activities; develop instructional materials according to established procedures and regulations; visit assigned school sites to monitor nutrition activities.

Coordinate communications and serve as technical resource concerning health and nutrition for students, parents, personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition.

Use nutrient analysis software to create district monthly menus and nutrient analysis to ensure menus meet federal and state requirements for proper nutritional meals.

Coordinate public relations and prepare newsletters, fliers, pamphlets and other informative materials concerning nutritional programs, policies and procedures; distribute materials as appropriate.

Serve as a technical advisor to Child Nutrition Services staff, coordinating the implementation of individual dietary menus for students with specific nutritional and allergy needs.

Assist in ordering and distributing purchased and commodity food; develop uses for donated foods; develop new recipes.

Analyze menus and recipes assuring nutritional content complies with applicable federal regulations and nutrition standards; make recommendations regarding alternatives as needed.

Keep aware of new trends and innovations and new federal and state regulations in food service, attending conferences as appropriate.

Prepare and maintain a variety of records and reports related to assigned activities; compose a variety of correspondence and memoranda concerning health, nutrition and food service programs.

Develop and facilitate nutrition surveys and needs assessments to assure the direction of the Child Nutrition Services programs are on schedule.

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Assist with the implementation and communicate the District's Wellness Policy to students, staff, parents and community.

Create partnerships with area businesses related to menu and nutritional analysis.

Assist Director-Child Nutrition Services with on-site visitations to observe methods, practices and procedures.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutritional requirements of school-aged children.

Menu analysis and planning techniques including food values, combinations, allergies and substitutions.

Principles of quantity food preparation and nutrition.

Food terminology, markets and commodities.

Record-keeping and report preparation techniques.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan, coordinate and monitor nutrition and health education activities.

Coordinate communications and serve as a technical resource concerning health and nutrition.

Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.

Analyze menus in accordance with nutritional requirements and discuss alternatives as needed.

Maintain current knowledge of laws, rules and regulations related to assigned activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and deliver oral presentations.

Observe health and safety regulations.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain the knowledge and abilities would be gained through: bachelor's degree in nutrition, dietetics, business administration or a related field including completion of an internship program and two years experience in a school food service operation including some experience in menu planning and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certificate
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.