

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FOOD SERVICE NUTRITION SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree in Dietetics from an accredited institution. Master's degree preferred.
- (2) Registered Dietitian or Registry Eligible (MUST take and pass Registered Dietitian examination within first 2 years of employment).
- (3) Experience with school nutrition programs is desirable.
- (4) Experience in health promotion, corporate wellness or a related field is desirable.
- (5) Ability to obtain School Nutrition Association credential within 2 first two years of employment.
- (6) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- (2) Demonstrated ability to work with diverse groups and maintain collaborative working relationships with all stakeholders.
- (3) Demonstrated ability to communicate effectively in written and oral form.
- (4) Ability to prepare and deliver presentations and training to small and large groups, (i.e. food service employees, student parents, faculty).
- (5) Thorough knowledge of federal, state and local rules and regulations related to assignments.
- (6) Ability to organize and prioritize responsibilities.
- (7) Demonstrated ability to take initiative and work with minimal supervision.

REPORTS TO:

Director of Food Services

JOB GOAL

Make a positive contribution to the District by ensuring quality programs in health and wellness designed to improve the nutritional health and well-being of the students and staff.

SUPERVISES:

Assists in the supervision of, Food Service Managers, Assistant Food Service Managers and Food Service Workers as it pertains to position's job responsibilities and area of expertise or as otherwise delegated.

PERFORMANCE RESPONSIBILITIES:

- (1) Assist with the coordination and operation of all Department sponsored programs.
- (2) Attend meetings, workshops, and seminars for the purpose of receiving and/or conveying information regarding Child Nutrition Services. Act as a liaison between the District and external organizations which promote nutrition education. Design and implement nutrition education materials as needed. Educate stakeholders about Department's programs.
- (3) Serve as a liaison between school nurses and the Department for the purposes of certifying students' special dietary needs are met and monitored. Meet with district and school-based staff to address special diets and maintain documentation regarding dietary needs. Research and facilitate resources and educational tools for nurses with regard to child nutrition and special diets.

FOOD SERVICE NUTRITION SPECIALIST(Continued)

- (4) Serve as a preceptor for dietetic interns during their supervised food service rotation.
- (5) Visit schools on a regular basis and provide technical assistance as needed. Assist teachers and school teams in incorporating current knowledge of nutrition into classroom curriculum.
- (6) Assist in development of district menus and perform nutrient analysis on all menus and Smart Snacks to ensure continual compliance with federal regulations.
- (7) Assist in preparing bid specs, as needed.
- (8) Submit recommendations for new/revised policies and programs to Director.
- (9) Evaluate school based staff regarding performance related to area of expertise and as otherwise directed, when needed.
- (10) Stay abreast of professional literature, latest trends, and technical sources of information related to job responsibility.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up 20 pound of force frequently and/or 10 pounds of force as needed. .

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 11

Flagler Schools Strategic Framework – Resources & Support Systems