

POSITION DESCRIPTION

TITLE: NUTRITION SERVICES SPECIALIST

TYPE: Classified
Non-Exempt

REPORTS TO: Nutrition Services Supervisor

POSITION SUMMARY:

In collaboration with the Nutrition Services Supervisor, the Nutrition Services Specialist plans, develops, writes, analyzes and standardizes recipes and menus to assure compliance with USDA meal pattern requirements. The Nutrition Services Specialist: serves as a nutritional resource to students and staff; oversees menu planning, nutrition and health, nutrient analysis, costing, safety and sanitation practices; originates plans, adapts and/or develops systems to accomplish tasks.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030.
2. Knowledge of modern methods of food preparation, health codes and sanitation principles and nutritional requirements.
3. A minimum of three years in food preparation in large quantities and menu planning.
4. Possess and maintain a Food Handlers Card.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Develops, creates, writes, analyzes, and standardizes recipes and food specification.
4. Develops plans, writes and analyzes menus for the National School Meal programs to assure compliance with USDA meal pattern requirements.
5. Assures menu planning compliance and accuracy for NSLP, breakfast and after school snacks.
6. Serves as a technical resource on matters of nutrition, including presenting information to students, teachers, parents, advisory groups and others.
7. Maintains updates and oversees the nutrient analysis database (NutriKids).
8. Oversees the diet assessment for students with special dietary needs.
9. Assures menu planning compliance and accuracy for NSLP, breakfast and after school snacks.
10. Responsible for setup and installation of nutrition software.
11. Responsible for maintenance and updating the nutrient analysis data.
12. Maintains comprehensive documentation of product labels and analysis.
13. Provide nutritional assessment, including analysis of diets for nutritional adequacy.
14. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
15. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
16. Demonstrates support for District Core Values, District Mission, District Strategic Plan.

17. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
18. Assists parents and community members as needed.
19. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
20. Complies with professional development activities as required by the District.
21. Holds expectations for high performance of self and students.
22. Demonstrates computer literacy and operates software programs as related to job responsibilities.
23. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
24. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
25. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
26. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance.
2. Possess and maintain school certification under School Nutrition Association.
3. Ability to operate a variety of computer software (Word, Excel, e-mail, internet, NutriKids, & Sysco purchasing).
4. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
5. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
6. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
7. Evenings and/or extended work hours or days are often required.
8. Possible exposure to bodily fluids due to student or employee illness or injury.
9. May be required to obtain a First Aid and/or CPR Card and serve as a Designated First Aid Provider.
10. May be required to translate and/or interpret.
11. Occasionally performs other duties as required by supervisor.

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No

If yes, see addendum to Nutrition Services Specialist description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged with salary and benefits according to current schedule.

EVALUATION:

Following the probationary period, performance will be evaluated annually in accordance with applicable District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date