

## **NUTRITIONIST / SUPERVISOR OF FOOD SERVICE**

### **DEFINITION**

Under the direction of the Director of Food Service, assists in the planning of nutritious meals for all programs; creating standardized recipes, production records, and conducting nutrient analysis. Responsible for the coordination of all nutrition education efforts for the district. Assists the Director in overall monitoring of the school food service operations, maintaining quality control standards, procedures, and regulations.

### **QUALIFICATIONS:**

**Experience:** Three years of administrative experience in school food service, hospital food service, institutional or contract food service programs or restaurant management.

**Education:** Any combination equivalent to a Bachelor of Science Degree in Nutrition or Dietetics. Status as a Registered Dietitian with the American Dietetic Association. School Nutrition Specialist from the School Nutrition Association is desirable.

**Other:** A valid California driver's license. ServSafe Certification – preferable as a trainer. (If not certified as a trainer, must get certified within 2 months of hire.)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide technical assistance to the Director of Food Service, technicians, and staff to implement program goals and objectives
- Use nutrition software to assist in planning, creating menus and nutrient analysis to ensure menus meet federal and state requirements
- Know, understand and assist in implementing the requirements of the Child Nutrition Program
- Assist in planning menus to ensure that all the meals served meet the USDA standards
- Provide standardized recipes for quality and quantity production and program control
- Communicate with the Director on a continual basis, report and document the findings, problems, and successes observed in individual schools
- Assist in developing and implementing professional growth and certification activities for staff by providing appropriate training activities
- Facilitate and implement district-wide nutrition and health education activities with the goal of increasing participation and acceptance of meals at all school sites
- Responsible for medical statements received from parents
- Coordinate and communicate with physicians, school nurses, parents, and nutrition services staff concerning food substitution required for students with special dietary needs
- Responsible for the supervision of the activities at assigned sites
- Assist the Director in determining staff requirements for each school
- Plan and conduct new employee interviews and orientations
- Serve as a customer service liaison for the department with school sites, parents, teachers, and students
- Negotiate and resolve sensitive and controversial issues
- Review orders and reports submitted by staff
- Monitor and ensure adherence to safe work practices
- Assist with the coordination, development, and implementation of training and safety programs and monitor completion of mandated professional standards; Recommend methods for increasing efficiency
- Conduct regular on-site visits to assigned sites to observe methods, practices and procedures; review food service operations, analyzing effectiveness and ensuring compliance with laws and regulations regarding safety and sanitation
- Ensure that staff are constantly aware of all safety rules, regulations and first aid practices and that they comply with all safety and sanitation regulations
- Apply supervisory techniques and recommend personnel actions such as hiring, evaluations, retraining and termination
- Assist the Director in overall program management and overseeing the operational activities  
Attend meetings and activities as required
- Perform all other duties and responsibilities as may be assigned to the position

### **KNOWLEDGE:**

- Knowledge of the principles and practices involved in large scale food service programs, menu planning, sanitation, and methods of preparing and serving food

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- Knowledge of nutrition, menu analysis, and production methodology and procedures in an educational, industrial, commercial, hospital, or government institution
- Knowledge and skill in use of computers and assorted software programs including Microsoft Word, Excel, Outlook, PowerPoint as well as web browsers
- Knowledge of food cost accounting, storage, and inventory procedures
- California Education Code

**ABILITIES AND SKILLS:**

- Plan, assign and supervise the work of assigned personnel
- Read, understand, interpret, and apply nutritional guidelines, state and federal regulations and employee contracts
- Explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion
- Review and analyze work procedures and methods and devise new methods
- Effectively compose letters, memoranda and bulletins
- Work cooperatively with school personnel, students, parents and community groups
- Organize and audit large-scale food service activities
- Analyze and interpret financial and operational data
- Train school staff and students in the application and principles of nutrition
- Plan and conduct training programs
- Prepare menus, new recipes, item pricing, and recipe costing
- Establish and maintain effective relationships with those contacted in the course of work
- Communicate effectively both verbally and in writing with administrators, staff, students and the community
- Understand and follow verbal and written instructions
- Maintain records and prepare reports
- Maintain consistent, punctual and regular attendance

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: the ability to transport or move objects weighing up to 50 pounds; occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts often with fine print; operate tools and office equipment requiring repetitive hand movement and fine coordination; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- Employees in this position will be required to work indoors in a standard office environment, cafeteria and/or commercial kitchen work environment and come in direct contact with district staff and the public.
- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants.
- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually moderate.