

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITIONIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, implements and promotes high quality meals, menus and nutrition education programs and promotions within the department to educate students and staff on nutrition and healthy eating habits; acts as district liaison for promotion of nutrition education and wellness for district school sites; organize and direct nutrition services programs and personnel at assigned school sites; assure compliance with federal, State, local and District laws, regulations, policies and procedures related District food service programs; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops, plans and prepares menus and menu specifications to meet student acceptability in accordance with federal and state guidelines, plans menus for special dietary needs and evaluates food and recipes for use in meal programs.

Advises nutrition staff, faculty and administrators on meeting dietary needs or restrictions; works with dietitians and nursing staff to clarify medical status and menu prescriptions to accommodate students with food allergies and special dietary needs.

Establishes and implements menu incentive programs; new and innovative menu ideas to varying student age groups; supports nutrition advertising and promotional programs.

Supervises, organizes and directs District food service programs and operations; develop and review work schedules and production standards; participate in the development and implementation of departmental policies and procedures; provides technical assistance for support programs.

Assists with grant writing, and project summaries; submits interim and final progress reports; collects and maintains documentation, prepares and presents reports, and meets with school administrators, staff and parents to discuss methods of creating a healthy school nutrition environment.

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs, sanitation, safety, free and reduced price meals and nutritional standards.

Analyze food service operations and cost effectiveness; collaborate with food service staff and site administrators to implement improvements and changes; respond to issues and concerns regarding food preparation, service, menus, facilities and equipment.

Creates printed and on line menus; develops and tests new menus and recipe; communicates with vendors to research, test, and evaluate product specifications for acceptance in food programs; conducts taste tests and evaluation studies.

Provide support for the acquisition of District food service equipment, supplies, commodities and associated products.

Plan and prepare menu specifications to provide nutritionally balanced meals in accordance with dietary guidelines and quality standards; conduct nutritional analyses of menus; assist in menu planning and promoting.

Researches nutrition topics and develops materials using current information and instructional approaches; participates in district curriculum and committees; recommends materials and education strategies on nutrition topics.

Travel to school sites to monitor food production, storage and service methods, staff sanitation practices, record keeping and internal cash controls; conduct audits and inspections as required.

Supervise kitchen, cafeteria and equipment maintenance; process equipment and facility work orders in accordance with established guidelines, policies and procedures.

Collaborate with vendors regarding products and services; identify and resolve concerns and issues with products, pricing and delivery schedules.

Monitor the USDA commodity program; forecast needs and tracks usage data in accordance with District policies and procedures.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities including site files, inventory, site visitation reports, menu planning worksheets and others; analyze and review reports from food service staff and assure accuracy.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned; attend a variety of meetings as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and federal regulations governing child nutrition programs.
Principles applicable to meal production and quantity food service preparation, serving and storage.
Sanitation and food safety practices.
Principles related to budgeting, contracting and purchasing.
Nutrition and menu planning.
Kitchen equipment and utensils used in large scale nutrition programs.
Oral and written communication skills.
Principles and practices of supervision and training.
Maintaining accurate records and cost accounting procedures.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Organize and direct District food service programs and operations.
Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs.
Analyze food service operations and cost effectiveness.
Provide support for the acquisition of District food service equipment, supplies, commodities and associated products.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Speak in formal and informal settings in large and small groups
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a college or university with an Associate's degree or higher with major coursework in Nutrition, Dietetics, Public Health or closely related field is required. Bachelor's degree is preferred.

Experience: Three years of increasingly responsible experience developing and coordinating a school nutrition program.

Any other combination of training and/or experience which could likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Valid food safety management certification issued by an authorized agency.

Active status as Registered Dietician or educational equivalent is preferred.

Certified Dietary Manager is desired.

The ability to speak Spanish is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office and food service environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.

Walking to conduct inspections.

Lifting, carrying, pushing and pulling moderately heavy food service equipment.

HAZARDS:

Exposure to heat from ovens during inspections.

Working around and with machinery having moving parts during inspections.