

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION Nutrition Specialist**

#### **GENERAL PURPOSE**

Under general direction, provides technical assistance and support for menu planning and menu specifications to meet student acceptability and federal and state guidelines, including menus for special dietary needs; evaluates food and recipes for use in District meal programs.

#### **DISTINGUISHING CHARACTERISTICS**

A Nutrition Specialist is responsible for ensuring compliance with federal and state dietary guidelines, ensure menus are acceptable to students and to increase student, staff and faculty nutritional education, knowledge and awareness. The incumbent is responsible for maintaining nutrition analysis software and monitoring recipes and products for special regular and special diets. The incumbent participates in providing nutrition education to employees, students and parents and collaborating with the Department Management to implement District-wide nutritional policies and programs. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of nutritional issues.

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans and prepares menus and menu specifications to provide quality, nutritionally balanced meals according to dietary guidelines; works with Central Kitchen Manager and Food Service Supervisors to implement new menus. Completes nutritional analyses; develops and tests new recipes; recommends new and innovative menu items to introduce new foods to children, promote a varied diet and support nutrition promotions; creates printed menus and online menus. Works with kitchen staff and nutrition management to ensure requirements are met and issues are resolved on a timely basis.
2. Communicates with vendors to research, test and evaluate products; evaluates food and recipes for use in District meal programs, including recipe standardization; conducts taste test evaluations; reviews product nutrition specifications or labels for accuracy and acceptance for food programs; contacts manufacturers or representatives for clarification on specifications; develops specifications for food items to be ordered; creates official records of order, production and service process for reimbursable meals.
3. Ensures menus are planned for students with special dietary needs including food allergies and medical conditions; establishes reporting and disclosure procedures to ensure proper oversight is being maintained and needs are met; advises nutrition staff, faculty and administrators on meeting dietary needs or restrictions; works with dietitians to clarify medical status and menu prescriptions; instructs nutrition staff on food preparation requirements; develops procedures to ensure compliance with federal regulations
4. Assists in the development, implementation, administration and evaluation of District-wide nutrition education programs; provides nutrition training and education to faculty and nutrition services staff, parents and students; educates nutrition services supervisors and staff on nutrition, food production and nutrition promotions; trains staff on standardized recipes, portion control, and production factors

that affect menu compliance; researches nutrition topics and develops materials using current information and instructional approaches

## **OTHER DUTIES**

1. Assists in the oversight of the utilization of commodity foods; forecasts needed products and tracks usage data; incorporates commodity foods into menus and menu specifications.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles of good nutrition, nutritional requirements and food values.
2. Federal and state regulations as they apply to child nutrition programs.
3. Methods of quantity food service, preparation, serving and storing, including safe and proper temperature of heated foods, price and portion controls and methods of preparing and serving food in large quantities.
4. Federal and state health and safety regulations as they apply to food preparation and services.
5. Methods and practices of sanitary food-handling and storage.
6. Principles and practices of sound business communication.
7. Techniques of record-keeping and cost accounting.
8. Research techniques, methods and procedures.

### **Ability to:**

1. Plan, coordinate, implement, and evaluate District-wide nutrition education programs.
2. Plan and implement motivational and creative nutrition education programs for adults and children.
3. Analyze food service operations for cost effectiveness and efficiency.
4. Organize and conduct recipe testing.
5. Conduct effective instruction of children of various ages and grade levels.
6. Operate a computer terminal and computer using word processing, spreadsheet and other business software.
7. Maintain records, compile and verify data and prepare reports.
8. Communicate clearly and effectively orally and in writing; speak in front of small to large groups in formal and informal settings.
9. Use tact, discretion and courtesy in dealing with sensitive situations.
10. Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, kitchen staff, students and others encountered in the course of work.

### **Education, Training and Experience:**

Graduation from a four-year college or university with a major in nutrition, dietetics, public health or a closely related field; Experience in school food service is preferred.

The ability to speak Spanish is desirable.

### **Licenses; Certificates; Special Requirements:**

Valid and current registration as a Registered Dietitian (R.D.). or Registration Eligible, must obtain Registered Dietitian credential within six months of hire, Current and valid Serv-Safe Food Safety & Sanitation certificate.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; distinguish equipment signal warnings; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District administrators, supervisors, staff and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. Employees frequently work around production kitchen equipment and are exposed to heat and toxic or caustic chemicals.

Board Approved: 4/6/17