

Ontario–Montclair School District

CLASS SPECIFICATION

Nutritionist

GENERAL PURPOSE

Under general direction, develops, plans and prepares menus 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; develops, implements and monitors comprehensive nutrition education programs and promotions within District schools to educate students and staff on nutrition and healthy eating habits; and performs related duties as assigned. Monitors, trains and evaluates the performance of assigned food service personnel; insures that the work of the site Leads is carried out in the Leads absence.

DISTINGUISHING CHARACTERISTICS

A Nutritionist is responsible for developing, implementing, managing and overseeing broad-based nutrition education programs to ensure 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 developing menus and menu specifications, evaluating food and recipes, researching and ordering food and communicating with vendors, kitchen staff and District management regarding food requirements and programs. The incumbent participates in providing and developing the nutrition curriculum, providing nutrition education to employees, students and parents and collaborating with the Director, Food and Nutrition Services 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.

Nutritionist is distinguished from Central Kitchen Manager in that an incumbent in the former class is responsible for managing and overseeing District-wide nutrition programs and education.

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; ensures menus are followed and trains food service staff on implementation of planned 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; establishes and implements menu incentive programs; 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; oversees and manages the bid process for all food items; creates official records of order, production and service process for reimbursable meals.
3. Ensures meals are provided to children 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. Develops, implements, administers and evaluates 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; participates on the District's Curriculum Committee and participates in developing District nutrition curriculum and programs.
5. Collaborates with the Director, Food and Nutrition Services to develop and implement District-wide nutrition policies; drafts policies and administrative regulations; meets with school administrators, staff, faculty and parents to discuss methods of creating nutritional school environments; recommends strategies to improve school meals and increase student participation.
6. Serves as District nutrition liaison and expert; plans and facilitates meetings on nutrition involving staff, faculty, administrators and parents; advises departments on nutrition topics, recommended materials and educational strategies.
7. Supervises and evaluates the performance of assigned staff; participate in interviews and selection of employees; recommend transfer; reassignment; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.

OTHER DUTIES

1. Oversees the utilization of commodity foods; forecasts needed products and tracks usage data; incorporates commodity foods into menus and menu specifications.
2. Attends District meetings and strategic planning sessions to ensure the inclusion of nutrition programs and promotions.
3. Develops the department newsletter; updates the department's web pages.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of overseeing and managing large-scale nutrition education programs including developing educational lessons and activities and training methods.
2. Principles of good nutrition, nutritional requirements and food values.
3. Federal and state regulations as they apply to child nutrition programs.
4. 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.
5. Federal and state health and safety regulations as they apply to food preparation and services.
6. Methods and practices of sanitary food-handling and storage.
7. Principles and practices of sound business communication.
8. Techniques of record-keeping and cost accounting.
9. Research techniques, methods and procedures.
10. Principles and practices of effective management and supervision.

11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Organize, manage, coordinate, implement, administer, oversee 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. Develop and implement operation and nutrition/food preparation training policies and procedures.
7. Operate a computer terminal and computer using word processing, spreadsheet and other business software.
8. Maintain records, compile and verify data and prepare reports.
9. Communicate clearly and effectively orally and in writing; speak in front of small to large groups in formal and informal settings.
10. Use tact, discretion and courtesy in dealing with sensitive situations.
11. 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; and at least three years of progressively responsible experience in the development, implementation and administration of nutrition education programs. 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.).

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 8/15/2010