

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: NUTRITION SPECIALIST

DESCRIPTION OF BASIC RESPONSIBILITIES

Under direction of the Food Service Director; organize, create, coordinate and direct menu development and ordering and planning of meals for child nutrition programs, maximizing the usage of surplus commodities; serve as a technical resource in matters of production and recipe development; assist in the monitoring of nutritional compliance, standards and federal regulation; provide guidance and direction for staff; support district-wide nutrition health-education activities and promote the principals of good nutrition and healthy lifestyles.

Perform Nutrition Specialist activities including menu planning, menu certification, distribution of menus including inputting menus and nutritionals online, producing production records and sending menus, recipes and production records to Cafeteria Leads. Communicate with school nurses addressing students special dietary restrictions, to meet the needs of our students; distribute and process Medical statements to parents, school nurses, Nutrition Dept. and Cafeteria Leads.

SUPERVISOR: Food Service Director

TYPICAL DUTIES: (may include but not limited to the following)

1. Plan, coordinate, develop, review, and maintain multiple menus, recipes and their production records to ensure accuracy and compliance with Federal, State and County regulatory agencies (including a la carte offerings).
2. Assist in identifying needs, developing and implementing goals, objectives, policies and timelines for the Nutrition Services Department.
3. Coordinate clerical functions.
4. Communicate with school nurses to address students special dietary restrictions & allergies, to meet the needs of our students; distribute and process Medical statements to parents, school nurses, Nutrition Dept. and Cafeteria Leads.
5. Plan and conduct workshops and in-service training programs for food services personnel, teachers, and administrators; coordinate, initiate, and implement nutrition education programs to increase participation and acceptance of meals.
6. Maintain the food service program in the district through school visitations and workshops to insure that nutrition, food preparation, service, storage, records, and other controls are in accordance with District standards; assist in the monitoring of nutritional compliance, standards and federal regulation; schedule and monitor testing of food products and recipes for students and staff.
7. Demonstrate correct methods of food preparation, food service, and proper utilization of equipment; oversee record keeping, purchasing procedures, and follow district policies and procedures concerning food service department administration; assist in writing and updating food services policies and procedures for cafeteria personnel; write and distribute memorandums, bulletins and other communications for cafeteria personnel.
8. Review all Child Nutrition Bulletins from the State and keep staff informed of new regulations or changes in existing school breakfast and lunch policies and procedures.

9. Maintain positive community relations with groups and individuals involved with or affected by the school meal program.
10. Assist with the nutritional analysis of student menus; special diets for students with disabilities; and the development of standardized recipes; compile specification sheets and enter nutritional data into assigned software.
11. Stay current regarding trends and innovations in the field of food service.
12. Assist with product research and the coordination of student taste tests.
13. Develop, implement and maintain meal programs including, but not limited to the summer school and summer feeding program, preschool programs, after-school programs, theme weeks, emergency feeding, special events, student field trips and pizza parties.
14. Assist in the development, implementation and evaluation of a marketing plan for school meals and other food service programs to promote nutrition education and participation.
15. Assist in the coordination and conducting of trainings and workshops; attend and participate on committees.
16. Maintain an effective system for communicating and managing USDA food recalls that maximize student safety; report biological, physical and/or chemical contamination.
17. Assist in the development, implementation and evaluation of District Wellness Policy.
18. Any other duties as assigned by the director.

QUALIFICATIONS

Knowledge of:

1. School food service menu planning and analysis, meal components, menu and recipe development and production procedures.
2. Commodity purchasing, processing and procurement principles, practices and procedures.
3. Sources and types of food, supplies, materials and equipment used in a large school district food service operation.
4. Applicable State, Federal and County laws, rules, regulations and standards related to child nutrition programs and assigned activities.
5. Interpersonal skills using tact, patience and courtesy.
6. Sanitation and safety practices related to food safety and sanitation in all types of food preparation environments.
7. Inventory methods and practices.
8. Modern office equipment, computers and application software.

Ability to:

1. Understand the implementation and preparation functions of a standardized recipe.
2. Assist with nutritional compliance, applicable Federal and State regulations and nutrition standards.
3. Learn, interpret, apply and explain nutrition services policies and procedures, menu development and production records.
4. Meet schedules and timelines.
5. Plan, prioritize, organize and schedule work.
6. Make mathematic calculations with speed and accuracy.
7. Maintain records and prepare reports.

8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships
10. Maintain current knowledge of laws, rules and regulations related to assigned activities.
11. Analyze situations accurately and adopt an effective course of action.
12. Observe health and safety regulations.
13. Work independently with little direction and constant interruptions.

EDUCATION & EXPERIENCE

High School Diploma or equivalent is required. Associate's Degree or higher, with coursework in Nutrition and/or Dietetics, from an accredited college or university is highly desirable. Experience in food service or institutional food management involving planning and preparation of food in large quantity. Administrative and National School Lunch Program experience preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

CA Driver's License. Valid Food Manger Certification is preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that an employee must meet to successfully perform the essential functions of this job. This position will include primarily indoor office environment and some school site and warehouse environment.

Physical Abilities

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. The employee must be able to;

Lift, carry, push and/or pull items up to 50lbs or less.

Hear and speak to exchange information in person or on the telephone .

See to read a variety of materials.

Work with a video display terminal for prolonged periods.

Possess dexterity of hands and fingers to operate equipment .

Stand and walk.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool or ladder and reach above the shoulders.

Hazards:

Temperatures associated with a warehouse and food distribution environment is possible.