

Job Title: Nutrition Specialist
Department: Food Service
Reports To: Nutrition Program Coordinator
FLSA Status: Exempt
Salary Schedule: EC lane 02



SUMMARY

Under the supervision of the Nutrition Program Coordinator, the Nutrition Specialist develops and analyzes school menus to meet current federal and state regulations, and develops menus for students with special dietary needs. Coordinates staff training, particularly regarding nutrition topics and updates. Develops a process for working with students, schools and parents to provide programs that meet their need and wants.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in planning menus for national school lunch program and other food service programs following federal guidelines for nutritional values, cost, preparation time, and available foods. Assures menus are within recommended dietary allowance (RDA) guidelines.

Recommends appropriate combinations of foods that will provide proper nutrition that meets state and federal guidelines.

Plans menus for students with special dietary needs assuring the menus are similar in quality, variety, and cost to regular menus.

Coordinates and manages the after school snack program for the district.

Prepares monthly school lunch menus for distribution to all school lunch sites.

Assists in planning and presenting Food Service Manager monthly meetings. Assists in determining agenda from identified problems, new directives, and instructions regarding new menu items and recipes. Prepares production records to be presented at meetings.

Develops a training program for Food Service personnel that includes training on updating and maintaining production records.

Organizes and maintains records, reports, and other material essential to Nutrition analyzes of production records pertaining to cycle menus.

Updates computer data files for nutrient analysis pertaining to Federal Regulations.

Maintains the Food Service website and online menus.

Coordinates and manages the Food Safety and HACCP System for the district.

Coordinates and manages the Summer Meal Program for the district.

Monitors state and federal projects and programs to assure that the district food services program complies with state and federal regulations. Assists Food Service Supervisor in coordinating with district personnel and the Utah State Office of Education on matters pertaining to the Food Service Department.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibility over the summer meal staff support for the food service program.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have current knowledge of child nutrition and its application in school lunch programs.

Must have an understanding of inventory management and economic order quantities.

Must have knowledge of the use of USDA approved Child Nutrition Program software.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

An Associate's Degree with a major course of study in the sciences of food, dietetics, food systems management, or equivalent; two years of related experience and/or training in nutrition services; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Food Handler's Permit/License. Valid Utah Driver's License.

Must obtain and maintain a valid ServSafe permit/license within 6 months of being hired. Must certify with the School Nutrition Association with Level 2 or 3 within 2 years of being hired.

Effective July 1, 2015, must complete annual continuing education/training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

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

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle; talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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

While performing the duties of this job, the noise level in the work environment is usually moderate and the environment is busy and very interruptive.

Prepared By: Food Service Supervisor		Date: 08/7/2014
Approved By: Executive Director, Human Resources		Date: 08/8/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Food Service Supervisor
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Nutrition Program Coordinator
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	