

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, plan, coordinate and monitor District-wide nutrition and health education activities; provide training to District personnel in establishing and maintaining healthy and nutritional food service programs; coordinate communications and serve as a technical resource concerning health and nutrition; supervise and evaluate staff as needed.

ESSENTIAL FUNCTIONS:

Plan, coordinate and monitor District-wide nutrition and health education activities; assist in the development of curriculum and instructional materials according to established procedures and regulations; visit assigned school sites to monitor nutrition activities and assess progress.

Coordinate communications and serve as a technical resource concerning health and nutrition for students, parents, District personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition; clarify curriculum for food service staff.

Provide training to District personnel in establishing and maintaining healthy and nutritious food service programs; train and provide work direction and guidance to nutrition education support staff; coordinate, schedule and conduct informative meetings, training sessions, workshops, conferences and special events for District personnel, parents, students and the community.

Review and evaluate the performance of assigned food service staff as needed; coordinate and oversee the recruitment, selection, assignment and training of elementary school cafeteria personnel; assist the Director with disciplining and promoting assigned personnel.

Coordinate public relations and prepare newsletters, pamphlets and other informative materials concerning nutritional programs, policies and procedures; distribute materials to parents, advisory groups, school sites and the community.

Coordinate, analyze, and implement the nutritional content in menu and recipe preparation functions, assuring nutritional content complies with applicable federal regulations and nutrition standards; coordinate and develop menu cycles for school breakfast, lunch and after-school snacks.

Communicate with physicians, parents and the Food and Nutrition Services staff concerning food substitutions required for students with disabilities or special needs.

Prepare and maintain a variety of records and reports related to assigned activities; compose a variety of correspondence and memoranda concerning health, nutrition and the Food Services program; compose

procedures for the Food and Nutrition Services employee handbook as assigned.

Operate a variety of office equipment including a telephone, copier, fax machine, computer and assigned software; operate a vehicle to conduct work.

Develop and implement marketing and merchandising of nutritious foods.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutritional requirements of school-aged children.

Menu analysis and planning techniques including food values, combinations, allergies and substitutions.

Principles of quantity food preparation and nutrition.

Food terminology, markets and commodities

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Principles of training and providing work direction.

Budget preparation and control.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan, coordinate and monitor District-wide nutrition and health education activities.

Perform activities related to the acquisition of grants and Department funding.

Provide training to District personnel in establishing and maintaining healthy and nutritious food service programs.

Coordinate communications and serve as a technical resource concerning health and nutrition.

Develop menus in accordance with nutritional requirements and budget limitations.

Maintain current knowledge of laws, rules and regulations related to assigned activities.

Operate a computer and assigned software.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Plan and organize work.

Meet schedules and time lines.

Train and provide work direction to others.

Work independently with little direction.
Observe health and safety regulations.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in nutrition, dietetics, business administration or a related field and four years experience in a school food service operation including some experience in menu planning/analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
National registration by the American Dietetic Association as a Registered Dietician.
Valid Food Safety and Sanitation Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.