

**CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SPECIALIST**

DEFINITION

Under the direct supervision of the Director of Nutrition Services, develops, implements, and supervises nutrition related department activities including the development of standardized recipes, menu planning, meal production, nutrition education, staff development and training; manages responsibilities that are delegated, and ensures that established standards and procedures are followed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, coordinate, implement, and oversee the District's nutrition education and wellness program and policy.
- Assist the Director in the planning and procurement of quality food products to be used in the production of the National School Lunch, Breakfast and other meal programs.
- Assist in developing a District nutrition policy and implement other requirements as defined in the Child Nutrition Reauthorization Act of 2004.
- Assist with monitoring sites for adherence to food sanitation practices, safety practices, and hazard analysis and critical control points according to federal, state, and local regulations.
- Develop and ensures Districtwide production of and adherence to standardized recipes.
- Evaluate and develop the nutritional content of all recipes in compliance with state and federal nutritional guidelines.
- Under supervision of the Director, and working closely with the Director, responsible for Districtwide menu planning.
- Design, implement and review the menu production worksheets at each site for accuracy. Supervise staff in this area to ensure compliance with regulations.
- Regularly visit sites and review processes and procedures related to the production of meals to assure compliance with state and federal regulations.
- Make recommendations for standardizing production practices for efficiency, work simplification, and to meet financial standards for the department.
- Assist with implementing process changes and site monitoring per state and federal regulations; responsible for supervising staff for standardization of operation practices.
- Make recommendations for centralizing work production and operations, and supervises implementation of both.
- Supervise and evaluate the work performance of Nutrition Services staff.
- May assist the Director in planning, coordinating and implementing a comprehensive training program, covering all areas of food handling, food production, cash controls, raw inventory use and transport, meal transport, meal temperature control, sanitation, safety and nutrition.
- In the absence of the Director, will chair both the secondary and elementary monthly cafeteria managers meeting.
- Plan, prepare and disseminate nutrition information to students, staff, parents, and community.
- Meet with principals, school staff, and parent groups to enhance communication, provide information on services available, and develop program support.
- Assist with site project activities.
- Assist the Director in coordinating marketing activities.
- Assist in development of grants related to nutrition education programs.
- Prepare and distribute newsletters, articles, and reports.
- Keep various reports and records.
- Assist with position control and staffing ratio development and standards; make recommendations to align standards with financial expectations.
- Specifically provide inventory, ordering and meal production training and technical assistance to sites on a regular basis.
- Assist with implementation of, and training for, computerized processes for efficiency of food orders, requisitions of equipment, food and supplies to sites, inventory, nutritional analysis, and point of sale.
- Attend professional growth workshops, classes, conferences and trainings as required to remain current on program regulations.
- In the absence of the Director or at the direction of the Director, assume supervisory responsibilities of the Director.
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Requirements of National School Lunch, Breakfast and Snack Programs;
- Principles of supervision, training and motivation;
- Principles of food production, safety and sanitation;
- Therapeutic diets;
- Dietary guidelines, basic nutrition, food pyramid, and menu planning;
- Principles of marketing to children and adults;
- General knowledge of computer functions and operation with an emphasis on nutrient standard menu planning.

Skill to:

- Operate modern office equipment;
- Utilize computer equipment and software needed in the operation of the nutrition services program;
- Develop methods of marketing to children and adults;
- Safely operate a motor vehicle.

Ability to:

- Work with and instruct children of all ages in a professional manner;
- Work with, motivate, and instruct adults in a professional manner;
- Assist staff with kitchen assignments;
- Coordinate and work cooperatively with those contacted in the course of work, including administrators, staff, teachers, students, parents and the general public;
- Apply professional knowledge and ability to develop and implement District nutrition-related activities;
- Analyze and assess impact of proposed and established legislation for impact on nutrition services and to make recommendations for amendments;
- Complete required local, state, and federal training/certification programs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Three (3) years of progressive supervisory work experience in quantity school food service operations, or equivalent.
- Four (4) years of responsible experience coordinating and implementing a comprehensive food service program, including nutrition education, is required.
- Four (4) years of multi-unit management experience is preferred.

Education:

- Graduate of an accredited Bachelor of Science program in Dietetics/Nutrition or Food Management is required.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certification Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a valid ServSafe certification by the 5th month of employment.
- Membership in the National and State School Nutrition Associations.
- Completion of an American Dietetic Association approved internship and Registered Dietitian eligible is desirable.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

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