

STOCKTON UNIFIED SCHOOL DISTRICT

NUTRITION SPECIALIST

DEFINITION

The Nutrition Specialist will plan menus, create recipes, and complete nutrition analysis to meet student acceptability and USDA requirements. Evaluate taste and presentation of food being served. Participate in the development and implementation of food service programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Child Nutrition or designee and exercises direction over Child Nutrition employees.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan menus that meet student acceptability and USDA requirements. **(E)**

Develop recipes for use in school kitchens. **(E)**

Plan and conduct taste testing events with students. **(E)**

Ensure USDA Buy American requirements are met **(E)**

Ensure USDA commodity entitlement is used effectively **(E)**

Manage vendor order guides. **(E)**

Use nutrition analysis software and maintain accuracy of data. **(E)**

Ensure that monthly menus, recipes, production records, and transport records are created and distributed to sites. **(E)**

Establish, monitor, and maintain procedures to ensure that special diets are accommodated according to federal requirements. **(E)**

Coordinate and communicate with physicians, school nurses, parents and Child Nutrition staff concerning food substitutions required for students with disabilities or special needs. **(E)**

Communicate with food and supply vendors to procure food and supply items. **(E)**

Keep specifications sheets and nutrition fact sheets on all products that are used for menu planning. **(E)**

Monitor food costs. **(E)**

Plan, review, and adjust menus and menu items as needed to maintain fiscal responsibility. **(E)**

Conduct on site visits to ensure compliance with all applicable federal, state, and local laws and regulations and District and department policies and procedures.

Ensure all related documentation is completed accurately and in a timely manner. **(E)**

Develop and implement training for site staff. **(E)**

Train, supervise, coach, and evaluate staff. **(E)**

Maintains regular and prompt attendance in the workplace. **(E)**

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective supervision, training, and evaluation
- Principles and guidelines of school nutrition programs
- Applicable laws, codes, regulations, policies, and procedures
- Food safety practices related to receiving, storing, handling, cooking, baking, and serving food
- USDA meal pattern requirements
- USDA procurement requirements
- Menu planning and nutrient analysis software
- Special diet requirements and appropriate dietary substitutions
- Principles of quantity food preparation and nutrition
- Methods of adjusting and extending recipes
- Microsoft Office applications
- Basic computer systems and use of computer software applicable to nutritional analysis programs
- Correct English usage, proper grammar, spelling, punctuation, and vocabulary to prepare basic reports and to communicate effectively with students, parents, and staff.

Ability to:

- Plan special diets for students with allergies or special needs
- Use a computer and software to create production records and nutrient analyses
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Create, implement, and maintain procedures
- Establish and maintain effective working relationships.
- Use tact, patience, and courtesy when interacting with others.
- Understand and follow oral and written directions.
- Work effectively with little or no supervision.
- Use good judgment.
- Manage multiple projects simultaneously.
- Manage time effectively.
- Meet schedules and timelines.
- Operate a personal computer and other modern office equipment
- Communicate effectively

Education and Experience:

Bachelor's degree in Nutrition or related major required

Experience planning menus and completing menu analysis preferred

School nutrition program experience preferred

Registered Dietitian (RD) or RD eligible preferred

License, Certificates and Other Requirements:

Valid California Driver's License

Registered Dietitian (RD) or RD eligible preferred

Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

ServSafe Food Manager certification – must be obtained within 60 days of hire and maintained throughout employment in the classification

WORKING CONDITIONS:

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone;
- Tasting to develop and taste recipes that are acceptable to students
- Seeing to read, prepare, and proofread documents;
- Sitting or standing for extended periods of time;
- Dexterity of hands and fingers to operate a computer keyboard, office equipment, and kitchen equipment and utensils;
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally in an office environment and a kitchen;

- Lifting objects up to 50 pounds;
- Driving a vehicle

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

ENVIRONMENT:

- Office and food service environments
- Driving an assigned vehicle to conduct work

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Range 34 (\$5623 - \$6835)

(12-month work year)

SUSU Approval: 04/19/16, 10/28/19

Board Approval: 11/12/2019