

**NUTRITIONIST****DEFINITION:**

Under supervision of the Director of Food Services, plans, organizes, coordinates, and participates in Food Service operations; supervises, trains, evaluates and provides work direction to personnel; prepare and analyze menus according to USDA and State nutritional standards; direct activities related to nutrition education and training of students, parents, and district employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, controls and directs activities related to nutrition education and training of students, parents and District employees; assures adherence to established federal, State and local nutrition and food safety guidance and laws.
- Supervises, provides work direction and training to and evaluates the performance of assigned personnel; recommends new hires, promotions, transfers, reassignment, termination and disciplinary actions.
- Assists Director with developing, recommending and implementing new and revised policies, rules, regulations and procedures for the department.
- Participates in various Food Service site duties including assisting with food preparation, serving students, and completing required production sheets.
- Plans K-12 menus utilizing assigned software; assists Director in developing and reviewing recipes according to established guidelines and procedures; assures menus meet established State and federal guidelines regarding nutritional quality and quantity.
- Implement special diets as needed and collaborates with students, parents and personnel regarding food allergies and other nutritional needs.
- Prepares and reviews various manuals, records and reports related to assigned duties.
- Assists the Director with budgetary and financial duties related to Food Services as assigned.
- Meets with outside vendors regarding new food and product items as needed.
- Implement the management of Hazard Analysis Critical Control Point (HACCP) procedures.
- Communicates with other administrators, personnel, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Coordinate and implement a variety of marketing strategies to promote participation.
- Develop and coordinate youth advisory councils.
- Collaborates with college nutrition students and intern programs as a preceptor site.
- Assist in planning, developing and conducting of orientation and in-service training programs in food preparation, proper food handling, safety, sanitation and use and care of equipment for all food service employees.
- Conduct staff meetings.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

Current methods and practices used in large-scale food preparation and safety; procedures and appropriate use of equipment used in the preparation, cooking, serving, storing and transporting of food; knowledge of federal and state regulations governing child nutrition programs; proper nutrition principles and standards for various student grade levels; sanitation and safety practices related to handling, cooking and serving food; general industry safety and health practices and standards within food service operations trades; cost effective practices in the field of food service and budget preparation and controls; record keeping and report preparation techniques including federal, state and local laws and regulations governing the National School Breakfast and Lunch Program; and principles of effective personnel management and supervision.

### **Ability to:**

Plan, organize, supervise, direct and evaluate the work of food service personnel; instruct employees on safe proper use of equipment; operate the types of equipment used in food service; read and interpret local, state, and federal codes and regulations related to school nutrition programs; use computer software including Point of Sale, nutritional analysis, word processing and spreadsheets; compile and maintain accurate spreadsheets and other financial records including computerized reports and learn new computer applications for various food service as they become available; prepare accurate reports; plan and administer a departmental budget; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships; work independently with little direction; and meet schedules and time lines.

### **Experience:**

Three years of increasingly responsible technical experience in quantity food preparation, cooking and serving, including experience in a lead or supervisory capacity in a school district or large commercial operation.

### **Education:**

Bachelor's degree in nutrition, food science, food production, or public health.

### **Physical Performance Requirements:**

Must be able to visit and inspect food service operation sites and the work of food service employees. Some lifting and maneuvering of up to 25 to 50 pounds, with occasional lifting and maneuvering of up to 75 pounds with or without assistance. Intermittent sitting, standing or walking with some twisting, bending, stooping, and squatting also required.

### **Licenses:**

Possession of a valid California Driver's License.  
ServSafe Food Manager certificate or equivalent  
Active status as a Registered Dietitian Nutritionist

Board Approved: June 15, 2023