

- t. **Classified – Approve revisions to job description for Nutrition Specialist, effective February 12, 2025 (Appendix Item).**

NUTRITION SPECIALIST

REVISED

DEFINITION

Under the direction of the Child Nutrition Services ~~Director Manager~~, designs, develops, **plans**, and analyzes menus, recipes, food product specifications, and menu production ~~worksheets records~~ to meet student acceptability and federal and state guidelines, **including menus for special dietary needs; coordinates, and, develops, implements, and monitors comprehensive** nutrition education **programs**, wellness policy and promotions; writes and manages government funded grants; provides technical guidance in the field of nutrition; **complies with mandated health and school nutrition regulatory requirements**; and performs other related work as required.

ESSENTIAL FUNCTIONS

Develops, implements, administers, and reviews nutrition education programs, district wellness policy and promotions; utilizes computer programs to ~~plan and prepare menus and menu specifications to provide quality, nutritionally balanced meals according to dietary guidelines;~~ **create, analyze, and evaluate menus, recipes, and production records for nutritional content that meet state and federal guidelines;** ~~works with the Child Nutrition Services Manager and the Child Nutrition Services Field Supervisor to implement new menus; updates and maintains the nutritional database and physical documentation of food product nutritional specifications and formulation statements;~~ **stores and updates accurate nutrient database and food product specification records; ensures accurate updates to the student allergy database;** creates printed menus and online menus; develops, evaluates and tests new and existing standardized recipes; recommends new and innovative menu items to ~~introduce new foods to children to encourage a varied diet and support nutrition promotions;~~ **incorporates diverse, appealing, and culturally inclusive options;** ensures menus are followed and trains food service staff on ~~implementation of planned menus;~~ **trains staff on standardized recipes, portion control, and production factors that affect menu compliance;** completes nutritional analysis and food based compliance reports; **researches and recommends new healthy food products and recipes;** develops, plans, coordinates, implements departmental nutrition marketing and outreach; strengthens community connection by creating innovative social media content and maintaining timely and consistent updates; ~~develops and facilitates taste tests and surveys to assist with menu planning;~~ **plans, organizes, and executes taste tests aimed at gathering feedback to enhance menu offerings;** communicates with parents, **guardians**, and medical personnel, including school nurses as needed, to ensure complete oversight of special menu needs; writes menus to ensure appropriate meals are provided to students with special dietary needs, including food allergies and medical conditions; **assists in the utilization of commodity foods; forecasts needed products and tracks usage data; incorporates commodities and locally sourced foods into menus and menu specification; maintains familiarity with all food and packaging bid specifications; assists in coordinating and planning summer meal programs; assists in annual school meals program applications; recommends strategies to improve school meals and increase student participation; establishes and maintains strong and collaborative relationships with food service vendors to support consistent product supply, purchasing processes, and high standards of service; assists in planning, coordinating, and organizing department in-service meetings and attend as required; researches new trends, innovations and updates to federal and state regulations in food service; attends conferences and professional meetings as required; participates in the recommendation, development, and implementation of goals, objectives, policies, and priorities of the food service program; identifies resource needs; plans and writes grants and accounts for grant expenditures and allowable use of state and federal grant funds; assists in oversight and activities for dietetic interns; completes the federal regulatory school nutrition professional development training requirements; supports a positive climate of customer service in all interactions and communications with students, district staff, families, and community members; and performs related work as required.**

## EMPLOYMENT STANDARDS

### KNOWLEDGE AND ABILITIES

#### Knowledge of:

**Applicable local, state, and federal laws, regulations, and procedures as they pertain to all school meals programs;**

**Techniques, procedures, and best practices for preparing, cooking, baking, costing, portioning, and serving food in large quantities;**

**Menu planning, nutritional analysis, and dietary guidelines aligned with federal and state meal programs, including accommodations for individuals with special dietary needs;**

~~Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities;~~

Sanitation and safety practices and procedures and HACCP Food Safety System; Standard cafeteria appliances and equipment;

~~Menu planning, nutritional analysis and related dietary guidelines for Federal and State meal programs and individuals with special dietary needs;~~

Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint), etc.;

**Record keeping and report preparation techniques;**

Basic arithmetic, ~~record keeping~~, and money handling procedures;

**Budget preparation and control;**

Personnel motivation methods and techniques.

#### Ability to:

**Plan, manage, coordinate, execute, and assess district-wide menu development and nutrition outreach initiative;**

**Prepare menus and develop standardized recipes to address the needs of students from a variety of social/cultural backgrounds, as well as those with special dietary needs;**

**Develop menus in accordance with nutritional requirements and budget limitations;**

**Interpret and apply federal, state, and local policies, procedures, laws and regulations;**

**Provide training to district personnel in establishing and maintaining healthy and nutritious school meal programs;**

**Prepare and deliver presentations;**

**Coordinate communications and serve as a technical resource concerning health and nutrition;**

**Maintain records and prepare reports;**

**Identify and conduct effective marketing activities;**

**Develop and implement operational and nutrition training policies and procedures;**

Prepare and serve a variety of foods in large quantities;

Meet regular schedules and frequent deadlines;

~~Effectively organize and assist food service personnel with nutrition and implementation of menus;~~

Exercise good judgment, make decisions, establish professional contacts, and organize time with minimal supervision;

~~Adhere to federal and state guidelines and requirements for all meal programs;~~

Perform simple arithmetical calculations;

~~Compile data and prepare clear and concise reports by hand and/or computer;~~ Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE Education:

A Bachelor's Degree in Nutrition, **Dietetics**, ~~Health Education~~, or related field.

Experience:

**One year of experience performing analysis of nutritional content, recipe costing, and developing nutrition education programs, preferably in a school district.** ~~Two years of increasingly responsible technical assistance in the field of nutrition, including responsibilities involving nutritional needs for children in meal programs.~~ Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. ~~Experience in school food service is preferred.~~

REQUIRED LICENSES AND/OR CERTIFICATES

Registered ~~Dietician~~ **Dietitian**

Must possess a valid **Servsafe Manager** ~~Food Safety Management~~ certificate

Valid California Driver's License; **qualify for insurability with the District's insurance carrier.**

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS Strength:

Moderately heavy work – lifting, pushing, pulling and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate computer keyboard, hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, and reach.

Working Conditions:

Office, school, kitchen, and outdoor environments. Sitting for extended periods of time. Driving a vehicle to conduct work. Constant interruptions. Hearing or speaking to exchange information in person or on the telephone. May be necessary to stand for prolonged periods of time on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I

07/15 02/25