



For the future of every student

CLASS TITLE: NUTRITION SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, teach, plan, coordinate and monitor nutrition, cooking, garden, agricultural and health education activities for students and staff; provide in-classroom presentations to students and training to personnel to encourage healthy and nutritional eating habits; coordinate communications and serve as a technical resource concerning health and nutrition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and monitor nutrition and health education activities for students and staff; develop instructional materials according to established procedures and regulations; visit assigned school sites to teach nutrition, cooking, garden and agricultural education, and assess program progress.

Conduct training for teachers about how to integrate standards-aligned nutrition and garden-based education into the school day.

Serve as a technical resource for school garden maintenance, repair and utilization in school and after school programs.

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

Provide training to personnel in establishing and maintaining healthy and nutritious food service programs; coordinate, schedule and conduct informative meetings, training sessions, workshops, conferences and special events.

Coordinate public relations and prepare newsletters, fliers, pamphlets and other informative materials concerning nutritional programs, policies and procedures; distribute materials as appropriate.

Analyze menus and recipes assuring nutritional content complies with applicable federal regulations and nutrition standards; make recommendations regarding alternatives as needed.

Prepare and maintain a variety of records and reports related to assigned activities; compose a variety of correspondence and memoranda concerning health, nutrition and food service programs.

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

Prepare nutrition network State grant reports and submit reports to the State according to established timelines.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

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.
Modern office practices, procedures and equipment.

ABILITY TO:

Plan, coordinate and monitor nutrition and health education activities.
Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
Coordinate communications and serve as a technical resource concerning health and nutrition.
Analyze menus in accordance with nutritional requirements and discuss alternatives as needed.
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.
Work independently with little direction.
Observe health and safety regulations.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to a bachelor's degree in nutrition, dietetics, business administration or a related field including completion of an internship program, and one year experience in a school food service operation including some experience in menu planning and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Manager Certification; employees must fulfill certification requirement within the first six (6) months of the probationary period.
Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

<i>Approved by Personnel Commission:</i>	<i>09/19/2007</i>
<i>Revised:</i>	<i>06/18/2008</i>
<i>Revised:</i>	<i>01/16/2013</i>
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