

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Nutritionist	REPORTS TO:	Director, Food Services
DEPARTMENT:	Food Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-15/Management Salary Schedule

(Former Classification: Food Service Nutritionist)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; assist in planning, organizing, and directing the functions and activities of the District Food Services Department such as menu planning, food commodity usage, warehousing, sanitation standards, and safety practices to provide timely delivery of high quality nutritional services to students, staff and sites.

REPRESENTATIVE DUTIES: (Persons employed in this position 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 abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist in planning, organizing, and directing the functions and activities of the District Food Services Department including the review of school site kitchens, nutritional programs, sanitation, storage, transport, and delivery of food products and purchasing and accounting functions to provide timely delivery of high quality nutritional services to students, staff and sites. *E*

Provide nutrition and food service information to the Food Services Department, students, teachers and the community; evaluate sanitation of food handling practices to provide a safe, clean and orderly environment; visit sites to observe and evaluate personnel and procedures to ensure compliance with Federal and state laws, regulations and policies. *E*

Participate in budget and cost control recommendations to assist in ensuring the financial viability of the District; assist in determining pricing of menu items. *E*

Participate in the development of policies, procedures, goals and objectives for assigned area(s); make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Conduct nutrition and health workshops and provide information to students, staff, families and the community related to health and proper eating habits; assist in preparing and planning staff in-service training programs as directed to provide up-to-date information supporting the effective operations of assigned sites. *E*

Develop menus for general student population and children with special needs; conduct taste testing, nutrition surveys, work studies and other activities; conduct nutrient analysis to ensure proper nutritional standards for new food and USDA commodities, identify concerns and make recommendations; review lab test analysis and ensure compliance with nutrient goals; check quality and food safety of food product. *E*

Plan, organize, promote and participate in nutrition educational programs, presentations to students and families, health fairs, promotions, contests and other special events to provide students and families access to high quality options and a variety of activities; coordinate events with District staff, food industry

representatives and health organizations as appropriate. *E*

Organize and maintain nutritional educational material; recommend materials for classroom teachers as appropriate. *E*

Communicate in a timely and professional manner with District personnel, outside agencies, news media representatives and others to receive and provide information related to student nutritional needs and Food Service Department operations. *E*

Maintain current knowledge of National School Lunch and Breakfast Program rules and regulations; attend workshops, meetings and other gatherings related to assigned area to obtain up-to-date information to assist in providing efficient services. *E*

Interview and select highly qualified employees; supervise, evaluate performance and provide for training and development of assigned employees in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition, dietetics or closely related field and two years experience in a large food service operation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Food Safety Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applications related to nutritional analysis.
- Technical aspects of nutrition and institutional food services.
- Current methods of food preparation, sanitation and safety practices.
- National School Lunch and Breakfast Program rules and regulations.
- Current nutritional requirements of school-aged children.
- Menu planning techniques including food values, combinations and substitutions.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Proper collection of food samples for lab analysis procedures.
- Oral and written communication skills.
- Current health and safety regulations.
- Interpersonal skills using tact patience and courtesy.
- Principles and practices of supervising, training, and providing work direction.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and oversee an assigned Food Services area.
- Plan, create, prepare and conduct nutrition educational presentations.
- Provide nutrition and food service information and nutrition programs to the department, District personnel, students, teachers and the community.
- Oversee food handling practices and sanitation within District food service kitchens.
- Create nutrition and food service promotional activities.
- Assure that food items are prepared, served and stored properly.
- Work independently with little direction and many interruptions.
- Plan, prioritize and organize work to meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Communicate, understand and follow both oral and in written effectively.
- Maintain current knowledge of new and changes in legislation, laws, rules and regulations.

Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Manage change and design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to monitor food service operations; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions