

## NUTRITIONIST

### **Definition**

Under supervision of the Director of Food Services, participate in the planning of nutritious, cost-effective and attractive meals, train staff on various related topics and provide highly responsible and complex assistance to the Director of Food Services.

### **Essential Duties**

1. Serve as technical advisor to Food Service staff; suggest revisions in food preparation methods, practices and utilization of equipment.
2. Assist in ordering and distributing purchased and commodity food; develop uses for donated foods; suggest new recipes.
3. Keep informed of new trends and innovations in the field of food service; keep informed of new federal and state regulations; attend conferences as appropriate.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for the food service program; identify resource needs; recommend and implement policies and procedures.
5. Participate in the selection, training, motivation and evaluation of food service personnel; provide or coordinate staff training; assist in planning in-service training programs and in conducting workshops; work with employees to correct deficiencies; participate in implementing discipline and termination procedures.
6. Conduct on-site visitations to observe methods, practices and procedures; review food service operations, analyzing effectiveness, ensuring compliance with laws and regulations, and observing safety and sanitation procedures; provide assistance to Food Service Managers to resolve problems.
7. Perform other duties as may be assigned.

### **Qualifications**

#### **Knowledge of:**

1. Nutrition concepts, Federal and State regulations in relation to National School Lunch and Breakfast programs.
2. Safety and Sanitation principles and procedures and applicable State regulations.
3. Computer software programs - spreadsheet and word processing.

#### **Ability to:**

1. Plan well-balanced, nutritional and appetizing menus within a fixed budget.
2. Interpret and explain District food service policies and procedures.
3. Use computer software to create menus, analyze costs, etc.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
5. Interpret and apply Federal, State and local policies, procedures, laws and regulations.

#### **Education:**

B.A. or B.S. degree in Nutrition/Dietetics (preferred), Food Service Management or Business.

#### **Experience:**

Two years of increasingly responsible experience as a supervisor in FS or institutional food management involving planning and preparation of food in large quantity.

#### **License:**

Valid California Driver's License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms and repeat the same hand, arm, and finger motion many times, as in operating a cash register or cutting food items etc. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk

crates, frozen foods, canned food, push fully loaded food carts, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in hot and cold temperature extremes and will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.