



Professional - Job Description

Job Title: CNP Nutritionist

Pay Grade: PA 01

Min. \$40,590/Mid. \$47,300/Max. \$56,760

Reports To: CNP Director

FLSA Status: Exempt

Dept./ School: Child Nutrition Program

Minimum Duty Days: 220 Days

Primary Purpose:

To modify menus for children with special dietary needs, as prescribed by a U.S. Licensed Physician in accordance with USDA regulations; keeps records and trains staff on these special diets. To promote and conduct nutrition presentations to school students, parents, teachers and staff. To implement and develop an in-depth Nutrition and Marketing Plan. To assist with menu-planning that is an integral part of the Child Nutrition Program in meeting the guidelines set by USDA and the Healthy, Hunger-Free Kids Act.

Minimum Requirements:

- Bachelor of Science Degree in Nutrition, Food Service Management, or Nutritional Science from an accredited institution.
- Some experience in understanding of menus, special diets, and promoting of program with supervisory skills.
- **If hired, must complete and stay up to date with the new USDA requirement of Professional Standards classes provided by Region One, TDA and Child Nutrition Program, within 30 days.*

Special Knowledge/Skills:

- Knowledge of research-based Medical Nutrition Therapy to plan and supervise delivery of special diets for students.
- Knowledge of the HACCP principles to be implemented in the Food Production and Distribution Center as well as in all school cafeterias.
- Demonstrate ability to communicate effectively both in written form and orally of any HACCP-related issues or Nutrition issues to CNP administration.
- Demonstrate ability to work effectively and harmoniously with administrators, teachers, students, parents, and other staff.
- Possess technical skills necessary to perform essential job requirements.
- Ability to communicate in English/ Spanish preferred.
- Ability to compile a newsletter and brochures for the Child Nutrition Program.
- Treats all people with dignity and respect.

Major Responsibilities and Duties:

School Organizational Climate:

1. Assesses and plans menu modifications for students with special dietary needs with the assistance from Dietitians.

2. Receives suggestions from student groups, parents and teachers regarding preferred foods and meals, and makes every effort to communicate with Dietitian/Menu-planner of these suggestions to incorporate into the Child Nutrition Program in a manner consistent with good nutritional standards.
3. Supervises school cafeterias for compliance with CNP policies and procedures.
4. Establishes and maintains a climate that demonstrates respect and dignity for all people in Laredo ISD and for all areas for which this individual is responsible.

School Organizational Involvement:

5. Assists in directing the complete Child Nutrition Program of the School District.
6. Assists the Dietitian/Menu-planner in evaluating school breakfast and lunch menus.
7. Assists and evaluates cycle menu for the distribution of USDA food.
8. Assists in developing the HACCP Plan as part of the CNP HACCP Team in making sure that the proper forms are being utilized at the Food Production and Distribution Center as well as in the school cafeterias.
9. As part of Quality Assurance, checks and inspects produce that is received; also rejects produce that does not meet specifications.
10. Serves as the Child Nutrition Program's Safety Officer; attends district safety meetings and provides a safety plan along with monthly safety trainings to school cafeterias.
11. Conducts HACCP reassessments as needed in the school cafeterias.
12. Conducts Nutrition Education Presentations to schools, departments and/or Community Agencies.
13. Assists in special events/functions and works closely with supervisor and menu-planner on reviewing (catering) special function menus.
14. Compiles and submits the in-depth Nutrition Promotion and Marketing Plan for the school district to be implemented across all of campuses as part of the Nutrition Education and Promotion.

Administration and Fiscal/Facilities:

15. Assists the Director in marketing the Child Nutrition Program via newsletters, pamphlets and interviews with the local media.
16. Assists in the development and implementation of nutrition education programs and other related programs.
17. Performs such other duties as may be assigned by Director.
18. Closely monitors the E-Control Temperature Monitoring System that is in place in each of the cafeterias.

School/Community Services:

19. Conducts and assists in Coordinating HACCP and Food Safety Training at In-services for all CNP staff.
20. Evaluates the preparation of daily menu items for taste, appearance, texture, proper cooking and temperature, etc.
21. Interprets to the administration, staff, and the public, as appropriate, federal and state standards and guidelines regarding school food service and the school food program.
22. Establishes and maintains a program to provide adequate nutrition for all consumers.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date