

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
FOOD AND NUTRITION SERVICES NUTRITION SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university with a major in institutional management, hotel and restaurant management, dietetics, food and nutrition or a comparable major. Registered Dietician preferred.
- (2) Minimum of three (3) years of administrative food service management experience OR completion of an approved internship or pre-planned experience as approved by the American Dietetic Association.
- (3) Successful experience in menu planning and/or nutrient analysis of menus.
- (4) Certified by the American School Food Service Associations preferred.
- (5) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of nutritional needs of children. Knowledge of nutrient analysis of food. Ability to develop special menus to accommodate disabilities. Demonstrate knowledge of Microsoft Office including Power Point and desktop publishing. Effective interpersonal skills and ability to work with diverse groups. Communicate effectively in written and oral form. Ability to prepare and deliver presentations to small and large groups, i.e. students, parents, teachers, cafeteria staff. Thorough knowledge of School Food and Nutrition Services program and applicable laws, rules, regulations, policies and procedure. Analytical and organization skills. Ability to prioritize and balance several job functions.

REPORTS TO:

Director of Food and Nutrition Services

JOB GOAL

To assist the Director of Food and Nutrition Services with the operation of the food service program through the management of the local FNS program in accordance with all applicable laws, regulations, policies and procedures. To provide nutritional guidance in menu planning, nutrient analysis, food procurement, and nutritional education to the school sites.

PERFORMANCE RESPONSIBILITIES:

- * (1) Assists the Director of Food and Nutrition Services with the coordination and operation of the National School Lunch and Breakfast Programs.
- * (2) Develops menus that are customer driven for all grade levels meeting or exceeding program guidelines for nutritional adequacy and cost. Involves students, FNS managers, FNS staff and when feasible school staff and parents in the menu process.
- * (3) Liaison and resource to parents and families needing menu modification due to a disability.
- * (4) Conducts nutrient analysis of all menus and provides information to customers.
- * (5) Works with vendors in securing products needed to support menus and program needs.
- * (6) Provides technical assistance to school sites regarding quality assurance and control by

- monitoring food items for taste, appearance and quality guidelines.
- * (7) Provides technical assistance to school site staff regarding free and reduced price meal applications, meal collection procedures, and adherence to USDA policies and procedures.
 - * (8) Assists the Director of Food and Nutrition Services in evaluating school site food service program for efficiency of operation, accountability, financial status, and adherence to policies, procedures and regulations as required by USDA.
 - * (9) Develops and administer in-service activities and training courses for school food service personnel pertaining to, but not limited to the following: sanitation and safety, food preparation, equipment operation, and National School Lunch and Breakfast Programs.
 - * (10) Assists school site food service staff in county-wide menu planning, production records, and nutritional analysis of menus, including product testing and recipe development.
 - * (11) Assist the Director of Food and Nutrition Services in the development and coordination of a cafeteria assistant manager (intern) program.
 - * (12) Plan and conduct nutrition education activities for school sites.
 - * (13) Conducts special activities and materials for special promotions at the school sites.
 - * (14) Researches grant opportunities. In cooperation with FNS Director, applies for appropriate grants and implements programs associated with grants.
 - * (15) Active member of the Wellness Committee.
 - * (16) Liaison with other district staff and/or allied groups to improve childhood nutrition and to provide education.
 - * (17) Evaluate, revise and conduct orientation program for new and substitute employees with FNS Director on an annual basis, and provide technical assistance and training to FNS managers and site based staff.
 - * (18) Provide resource services to food service managers, students, principals, PTO's, SAC's and community group.
 - * (19) Supports school principal, faculty and staff in furthering the school food service program as an educational asset to the school.
 - * (20) Demonstrate initiative in the performance of assigned responsibilities.
 - * (21) Coordinate the strategic development process, aligning department communication, marketing, and professional development goals with the District's vision.

Employee Qualities/Responsibilities

- * (21) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (22) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (23) Ensure adherence to good safety standards.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Model and maintain high ethical standards.
- * (26) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (28) Exercise service orientation when working with others.
- * (29) Keep supervisor informed of potential problems or unusual events.
- * (30) Use effective, positive interpersonal communication skills.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Serve on school/district committees as required or appropriate.

System Support

- * (33) Prepare letters and memos.

- * (34) Exhibit interpersonal skills to work as an effective team member.
- * (35) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (36) Demonstrate support for the school district and its goals and priorities.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (38) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (39) Participate in cross-training activities as required.
- (40) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium work: Lifting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed.

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TERMS OF EMPLOYMENT:

Professional/Technical Pay Grade 06

250 days worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.