Position:	Nutritionist	**FLSA:**	Exempt
Department/Site:	Campus Catering	**Salary Grade:**	121
Reports to/Evaluated by:	Registered Dietitian	**Salary Schedule:**	Classified Management

SUMMARY

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 Campus Catering Department such as menu planning, recipe development, special diet accommodation, commodity food usage, sanitation and safety practices and regulation compliance in order to provide high quality nutritional services to students and staff.

DISTINGUISHING CAREER FEATURES

Persons employed in this position may perform any combination of the essential functions shown below. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning, organizing, and directing the functions and activities of the District Campus Catering 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.

- Assist in developing 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; ensure compliance with nutrient goals; check quality and food safety of food product.

- 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 within established guidelines.

- Develop recipes in accordance with USDA and CDE regulations while focusing on market trends to create foods students will enjoy and consume. Provide step-by-step instruction with photos to ensure consistency of products across the District. Market foods offered to CUSD students to increase participation in meal programs.

- Provide nutrition and food service information to the Campus Catering 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. Train District staff accordingly.

- 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. Participate in the District wellness committee meetings and activities to promote wellness for students, staff and community.

- 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. Coordinate nutritional education and recommend materials for classroom teachers as appropriate.

- 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.

- Maintain current knowledge of National School Lunch and Breakfast Program rules and USDA Smart Snack regulations; attend workshops, meetings and other gatherings related to assigned area to obtain up-to-date information to assist in providing efficient services. Train District staff accordingly.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Skills:

- 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 and USDA Smart Snack 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.
- 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.

Abilities:

- 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.

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

Education and Experience: Requires a Bachelor's degree in nutrition, dietetics or closely related field and two years of experience in a large quantity production food service operation. Registered Dietitian Nutritionist (RDN) or Dietetic Technician, Registered (DTR) preferred.

Licenses and Certificates: Valid California driver's license; Food Safety Manager Certificate.

Working Conditions: Indoor work environment; driving a vehicle to conduct work; occasional contact with dis-satisfied individuals; constant interruptions.