

Santa Clarita Valley Food Service Agency

Position Description

Position: Nutrition Specialist (Dietician)	Position Number:
Department/Site: Office	FLSA: exempt
Reports to/Evaluated by: Chief Administrative Officer	Salary Grade: 123

Summary

Develops and analyzes menus and recipes, schedules taste tests and recommends foods and related products for purchase, serves as a technical resource in matters of nutrition, and provides technical and educational guidance food service programs in the Districts served to insure compliance with federal, State, and local nutritional requirements and standards (includes State mandated Wellness committee guidelines) .

Distinguishing Career Features

The Nutrition specialist is a professional position that coordinates and participates in the nutrition activities of the food services production and service at client districts. The position provides subject matter leadership and expertise toward developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications, and recommending products to be purchased. The position also provides technical guidance and training to food service employees and others to insure compliance with nutritional requirements of governmental regulatory agencies and the District.

Essential Duties and Responsibilities

- Conducts and/or facilitates delivery of nutrition programs and related events. Prepares curriculum to reach audience age and grade level.
- Develops and tests recipes and menus for foods served in the Agency's food service programs.
- Researches, recommends, and implements the specifications and quality control procedures used to test new foods and related products prior to purchase. Recommends the purchase of new foods and related products and conducts tests to insure they meet nutritional standards and acceptance.
- Monitors food service programs to insure adherence to federal, state, and local nutritional requirements and maintains appropriate records.
- Visits cafeterias and other food service sites to provide nutritional assistance to personnel in selecting, ordering, preparing, and serving foods to special needs students.
- Serves as a technical resource on matters of nutrition, including presenting information to students, teachers, parents, advisory groups, regional nutrition councils, and others.
- Plans, develops, and conducts in-service training programs for food service employees and other personnel.
- Conducts research into new developments in foods and related products and methods of

food preparation and service, and recommends change to food service programs.

- Works with school site personnel, food service personnel, vendors, and others in developing and introducing new foods and related products.
- Prepares reports and publications for publication and distribution to District staff, students, and parents.
- May perform other tasks involved with food service programs in schools and early education centers.
- Performs other duties as assigned that support the overall objective of the position.
- Ability to communicate and work with District nurses and parents to evaluate and implement nutritional guidelines for special needs students

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge of the principles of food technology, nutrition, food and nutritive value, food-testing methodology, and balanced menu preparation. Requires knowledge of quality and quantity food selection and preparation, including menu and recipe development and analysis. Requires in-depth knowledge of federal, State, and local regulations pertaining to school meals and child nutrition programs. Requires knowledge of the principles and techniques, and skill at training staff in the proper selection, utilization, and care of food and food products, equipment and storage. Requires in-depth knowledge of food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP). Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and special applications used by the organization unit (e.g., nutrition analysis software), and data entry onto custom data bases. Requires basic skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional written materials. Requires sufficient human relation skills to conduct in-service education, convey technical concepts, and establish a positive work climate.

▪ Abilities

Requires the ability to carry out the functions of the position. Requires the ability to conduct food research, conceptualize and implement new product ideas, and analyze nutritional content of menus and recipes including special diets. Requires the ability to analyze financial data from cafeteria operations and make recommendations to improve operational efficiency. Requires the ability to facilitate training, meetings, and discussion groups relative to nutrition and school meal policies. Requires the ability to implement and maintain quality control and improvement programs. Requires the ability to work cooperatively with food service personnel, vendors, and other customers.

▪ Physical Abilities

Incumbent must be able to work indoors, engaged in work of primarily a sedentary to moderately active nature. Must be able to use near and far vision to write, to read printed materials and computer screens, and to observe production. Requires sufficient hearing

and speech ability for ordinary and telephonic conversation and to machine prompts. Requires manual hand-eye-arm and finger dexterity to use a personal computer keyboard, mouse or other pointing device, and specialized video production equipment. Requires the ability sit for extended periods of time to accomplish desk work. Requires the ability to stand upright and forward flexing during to conduct inspections.

- **Education and Experience**

The position requires a bachelor's degree in foods and nutrition, dietetics, or a related field that provides a minimum of 30 semester units or equivalent in food selection, production, preparation, service, nutrition, education, and quality control.

- **Licenses and Certificates**

May require a valid driver's license. Requires current (as required by the Agency) ServSafe certificate. Registered Dietician License. Requires School Nutrition Specialist (SNS) credential.

- **Working Conditions**

Work is performed in an indoor office and food production environments where some, yet minimal health and safety considerations exist from proximity to equipment.