



**HEMET UNIFIED SCHOOL DISTRICT**  
**1791 W. Acacia Ave., Hemet, CA 92545 – (951) 765-5100**

**TITLE:** **Nutrition Specialist**

**CATEGORY:** Management

**REPORTS TO:** Director, Nutrition Services

**SALARY RANGE:** Management Range

**DESCRIPTION:**

Under general supervision of the Director of Nutrition Services, develops, plans and prepares menus and menu specifications to meet student acceptability and federal and state guidelines, including menus for special dietary needs; evaluates food and recipes for use in District Meal Programs; develops, implements and monitors comprehensive nutrition education programs, wellness program, marketing and outreach within District schools to educate students and staff on nutrition and healthy eating habits; and performs related duties and assigned.

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Plans and prepares menus and specifications to provide quality, nutritionally balanced meals according to dietary guidelines.
- Completes nutritional analysis of menus.
- Assists in developing, evaluating and testing new and existing recipes.
- Recommends new and innovative menu items to introduce new foods to children, promote a varied diet, and support nutrition promotions.
- Establishes and implements menu promotion programs.
- Works with kitchen staff and Nutrition Services central office to implement new menus and ensure requirements are met and issues are resolved on a timely basis.
- Supervises Nutrition Services programs, including scheduling work, evaluating staff performance, and providing on-going direction to the program.
- Reviews product nutrition specification or labels for accuracy and acceptance for food programs and develops specifications for food items to be ordered.
- Assists in preparation of materials for the bid process for all food items.
- Compiles Grant Application packets used to apply for State, Federal, and related nutrition program funding.
- Ensures meals are provided to children with special dietary needs, including food allergies and medical conditions; establishes reporting and disclosure procedures to ensure proper oversight is being maintained and needs are met; advises Nutrition Services staff, faculty, and administrators on meeting dietary needs or restrictions; works with nutrition staff on food preparation requirements; develops procedures to ensure compliance with federal regulations.
- Develops implements, administers, and evaluates District-wide nutrition education programs.

- Trains staff on standardized recipes, portion control, and production factors that affect menu compliance.
- Researches nutrition topics and develops materials and internet content using current information and instructional approaches.
- Coordinates and conducts department marketing and outreach activities; promoting the nutrition services programs to increase program participation and highlight programmatic achievements.
- Collaborates with Director, Nutrition Services to develop and implement District-wide nutrition policies.
- Meets with school administrators, staff, faculty, and parents to discuss methods of creating nutritional school environments.
- Recommends strategies to improve school meals and increase student participation.
- Serves as District nutrition liaison and expert.
- Plans and facilitates meetings on nutrition and wellness involving staff, faculty, administrators, and parents.
- Oversees the utilization of commodity foods; forecasts needed products and tracks usage data; incorporates commodity foods into menus and menu specification.
- Communicates and monitors District wellness initiatives in accordance with guidelines set forth by Nutrition Program Reauthorization. Conducts District wide wellness audits and surveys.
- Provides technical assistance to site personnel, parents, and students regarding wellness guidelines and assists in providing healthy alternatives to celebrations and fundraising.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### Credentials and Experience:

- Graduation from a four-year college or university with a major in nutrition, dietetics, food management, public health, or closely related field of study.
- One year of experience performing analysis of nutritional content, recipe costing, and developing nutrition education programs, preferably in a school district.
- The ability to read, write, and speak Spanish is desirable.

### License Required:

- Must possess or be eligible for certification as a Registered Dietitian within one year.
- Possession of a valid California Drivers License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

### Knowledge of:

- Applicable local, state, and federal laws, regulations, and procedures as they pertain to the National School Lunch, School Breakfast, After School Snack, and Child and Adult Care Feeding programs.
- Principles, procedures, methods, and strategies of organization, administration, supervision, training, and management.

- Board policies and procedures related to the administration of a Nutrition Services program.
- Principles of safety and sanitation and HACCP Food Safety System.
- Advances principles of nutrition analysis and related dietary guidelines.
- Dietary planning for people with specialized needs (i.e., weight, allergies, or illness).
- Methods of quantity Nutrition Services, price, portion controls, and methods of preparing and serving food in large quantities.
- Menu planning, recipe development, and standardization used to address the needs of a variety of students from a variety of social/cultural backgrounds, as well as those with special needs.
- Principles of supervision, effective training and motivation methods.
- Modern software programs such as Windows and Microsoft Office Suite (Word, Excel, Access, Powerpoint) etc.

Ability to:

Organize, manage, coordinate, implement, administer, oversee, and evaluate District-wide nutrition education programs; assign, supervise, and inspect the work of subordinates; analyze and recommend innovations in school cafeteria operations; establish and maintain effective working relationships with all Nutrition Services personnel, principals, and administrators; speak effectively and interact courteously and tactfully with parents, department personnel, and Federal, State, and local agencies; prepare clear, concise, accurate, and innovative reports and records; prepare menus and develop standardized recipes to address the needs of a variety of students from a variety of social/cultural backgrounds, as well as those with special needs; analyze the nutritional content and cost of recipes and menus; identify and conduct effective marketing activities; operate a computer using word processing, spreadsheet, email, and other business software; communicate clearly and effectively, both orally and in writing; motivate students to adhere to proper nutritional standards and develop parental support; develop and implement operational and nutrition training policies and procedures; develop work plans and task analysis; conduct staff inservice training.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to stand for extended periods of time.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop, and reach.

Ability to lift and carry 20 pounds.