



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

## **NUTRITION TECHNICIAN**

### **JOB SUMMARY**

Under the general supervision of the Assistant Director of Nutrition Services, analyzes reimbursable meals to check for nutrient compliance with U.S Dietary Guidelines by interfacing with a computer database; prepares a variety of reports for usage and costs of food, beverage, and USDA Foods; publishes menus for meal service; and completes other related work as required.

### **ESSENTIAL FUNCTIONS**

- Collect nutrient data and product formulation statements.
- Input nutrient data and product formulation statements into the computer.
- Use of software to prepare and analyze menus including product specifications according to dietary guidelines.
- Input recipes and standardized recipes.
- Generate menu production records using software for menu compliance according to federal and state guidelines.
- Determine usage and costs of food and beverage to assist with cost control.
- Assists in developing, evaluating and testing new and existing recipes.
- Compares product nutrition specification or labels for accuracy and acceptance for school meal programs and assists in quantifying food items to procure.
- Receives meal accommodation forms from parents and inputs them into the computer.
- Assists with menus or meal substitution preferences for children with special dietary needs, including food allergies and medical conditions by communicating with parents or guardians and site personnel.
- Publish menus, campaigns, and promotions using software for different mediums including digital and print.
- Review and update signage for compliance with federal and state guidelines.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE OF**

- Applicable local, state, and federal laws, regulations, and procedures as they pertain to the school meal programs.
- Principles and processes for providing customer service, including customer needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Business principles, strategies of organization and coordination of resources.
- Institutional food preparation, techniques, and foods safety and sanitation systems.
- Modern software programs such as Windows, Microsoft Office Suite, Google, etc.
- Mathematics including arithmetic and algebra.

#### **ABILITY TO**

- Interpret, evaluate, and apply laws, rules, regulations and policies pertaining to nutrition in school meal programs.
- Make mathematical calculations with speed and accuracy.
- Establish and maintain a variety of specialized and complex records, files and databases utilizing a computer and/or new technology.

## **NUTRITION TECHNICIAN (Continued)**

- Organize tasks, set priorities and meet deadlines.
- Perform simple and complex repetitive tasks and manage multiple tasks.
- Research and obtain information from a variety of relevant sources.
- Operate a computer using word processing, spreadsheet, email, and other business, nutritional, or marketing software.
- Follow work and safety procedures and written and verbal instructions.
- Establish and maintain cooperative working relationships with coworkers, customers, brokers, and vendors through all forms of communication (in-person, written, phone, etc.)
- Communicate effectively in oral and written form, understand and carry out oral and written directions.
- Demonstrate good judgment and good problem-solving skills.
- Maintain confidentiality of privileged information.

### **EDUCATION**

High school diploma or general education degree (GED), 30 units of college coursework in nutrition, food science, and business is desirable, and the knowledge and abilities listed above.

### **EXPERIENCE**

A minimum of one year experience in school nutrition programs or public agency. The ability to read, write, and speak Spanish is desirable.

### **LICENSES**

ServSafe Certificate or equivalent required within six (6) months of employment.

Possession of a valid California Driver's License.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

#### **Physical Demands**

Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities with close reach, such as keyboard, mouse, handwriting and file management(continuously; lift/carry supplies and equipment, up to 25 pounds (occasionally); use seeing, hearing, and speaking.

#### **Working Conditions**

Indoor office setting, exposure to usual office and commercial kitchen sounds, dust, and (possible) odors.

Exposure to: cold/heat from freezers, refrigerators, and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EMPLOYMENT STATUS**

Bargaining Unit Position  
Range 32

March 2019