

SENIOR NUTRITION SPECIALIST

DEFINITION

Plans, supervises, and participates in the nutrition activities of the Food Services Division, which includes supervising lower-level staff, providing technical expertise for developing training in the subject of nutrition, nutrition education; overseeing the menu and recipe development process; developing vendor relationships; and assisting Procurement Services Division to develop, monitor and adjust the inventory process for the food and supply chain at the warehouse; and providing technical guidance to food services programs to ensure compliance of food services programs with federal, State, and local requirements and standards.

TYPICAL DUTIES

Plans and supervises the development, testing, cost analysis, and revision of recipes and menus. Maintains current specifications for food and related products used by District cafeterias. Assists Procurement Services Division to develop, monitor, and adjust the inventory management of the Food Services food and supply chain. Oversees the planning, and supervises Nutrition Specialists, regarding the use of commodity foods in menus and recipes and coordinates Food Services Division activities with the Procurement Services Division regarding the availability of commodities and menu requirements and planning. Confers with and advises vendors of new food programs and service requirements, evaluates vendor services and products, and compiles lists of approved direct service vendors. Makes recommendations on the purchase of foods, instructional materials, supplies, and related products based on employee and student evaluations. Supervises and is responsible for the preparation of written instructions, memoranda, and bulletins pertaining to the administration of food service and nutrition education programs, including development of menu patterns, recipes, price and portion schedules, policies, and guidelines for the maintenance of quality and nutritional value in the preparation of foods. Plans and supervises the monitoring of District food service and nutrition education programs to ensure conformity with federal, State, and local nutritional requirements, and supervises the maintenance of appropriate records. Serves as a technical resource on matters of nutrition, including planning, supervising, and conducting nutrition training programs for District employees, students, parents, community groups, and others. Responsible for the engagement of studies on new developments in foods and related products and supervises the Nutrition Specialists in the development of methods of food preparation and service. Coordinates new product reviews and recommends changes in food services programs. Responsible for the nutrient analysis of menus and recipes by ensuring the menus and recipes served to students meet the USDA, CDE, and local requirements for receiving reimbursable meals. Responsible for the cost analysis of menus and recipes to ensure the menus and recipes served to students meet the budget requirements set by the Director of Food Services and the Café LA fiscal team. Prepares reports on food testing, evaluation programs, and the progress of nutrition activities of other Food Services Division operations. Evaluates the need for individual and group training and develops the training program for all Nutritionists.

Ensures the quality control and quality assurance program is compliant and implemented by all staff responsible for procuring, purchasing, cooking and serving food.
Works with the Branch HR Manager to coordinate and supervises training provided by Nutrition Specialists.
May coordinate, implement, and monitor program budgets and related program requirements.
May develop and conduct educational presentations for District staff, parents, students, and the community.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Nutrition Specialist plans, supervises, and participates in the nutrition activities of the Food Services Division which includes developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications and nutrition education activities, recommending products to be purchased based on student and employee feedback, and providing technical guidance and training to District employees and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.

A Regional Food Services Manager plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District, and participates in District wide menu development activities.

A Nutrition Specialist develops and analyzes menus and recipes; tests and recommends foods and related products for purchase; prepares reports; monitors food service programs to ensure compliance with federal, State, and local requirements and standards; and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

SUPERVISION

General direction is received from a Deputy Director of Food Services. Supervision is exercised over Nutrition Specialists, Food Services Staff Aides, and other lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices involved in the supervision, organization, and operation of nutrition activities
- Principles of nutrition
- Foods, their nutritive value, and balanced menu preparation
- Utilization of government donated food commodities and nutrition education reinforcement items
- Quality and quantity food selection and preparation, including menu and recipe development and analysis
- Food preparation costs, portion, and quality control methods
- Nutritional analysis of meals
- Food testing methodology and equipment
- Federal, State, and local regulations pertaining to school meals and child nutrition programs
- Methods and principles of training employees
- Concepts relating to adult learning
- Correct selection, testing utilization, and care of food service equipment
- Food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP)
- Microsoft Word, Excel, Access, PowerPoint, and Filemaker

Ability to:

- Plan, schedule, and supervise the work of employees
- Analyze and make changes in the nutritional content of menus, recipes, and nutritional programs
- Conduct meetings and discussion groups
- Develop and maintain records, make mathematical computations, perform cost analysis, and prepare reports
- Work effectively with food service personnel, school administrators, other employees, students, vendor representatives, parents, contractors, and community groups
- Plan, develop, and conduct effective training programs to large groups of stakeholders
- Communicate effectively orally and in writing
- Use nutritional analysis software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in foods and nutrition, dietetics, food science, didactic dietetics, nursing, biology, or health science. A master's degree in an aforementioned area is preferable.

Experience:

Three years of professional experience in the field of nutrition, dietetics, or implementing child nutrition programs. Supervisory experience is preferred.

Special:

- A Registered Dietitian License is required.
- A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.
- A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
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