

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

NUTRITION SPECIALIST

DEFINITION

Under direction of the Director II, Food and Nutrition Services, the Nutrition Specialist supports the educational programs of the District by coordinating and implementing a District-wide comprehensive nutrition program.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Plan, organize and implement the activities of the District's nutritional program, ensuring compliance with federal and state laws and regulations.
2. Coordinate and implement a variety marketing strategies for Food and Nutrition Services to promote customer participation.
3. Provide nutritional guidance to students, parents and staff members.
4. Promote public health and nutritional education.
5. Plan school meals ensuring nutritional needs of students are met.
6. Research, prepare and submit grant applications for related nutrition program funding.
7. Develop and coordinate youth advisory council activities and collaborate with Food and Nutrition Operation Managers for implementation.
8. Collaborate with the District's Communications office to promote nutrition services.
9. Review, analyze and monitor state and federal regulations and proposed legislation relative to school nutrition programs
10. Participate in the formation and implementation of new and revised government standards and regulations, district policies, and guidelines for nutritional programs.
11. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
12. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
13. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
14. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the California State Education Code and other applicable laws and collective bargaining agreements; current laws and regulations relative to National School Lunch, School Breakfast and Summer Meal Programs; advanced principles of nutrition analysis and related dietary guidelines; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human

QUALIFICATIONS (Continued)

relations, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills; knowledge of local, state and federal laws and regulations pertaining to school nutrition; methods of adjusting recipes; health and safety regulations; proper equipment utilization, maintenance and troubleshooting; computer systems and related software applications; principles, procedures, methods, and strategies of communication and marketing.

Ability to: Read, interpret, apply, and explain rules, regulations, policies, and procedures; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate concisely and effectively both orally and in writing using tact and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; plan and organize special events and activities; act as a strong team player with interpersonal, marketing and communication skills; demonstrate creative, critical and strategic thinking; have a strong attention to detail; independently gather information and research; organize work while meeting schedules, timelines and deadlines; maintain records and prepare reports; perform multiple tasks independently in an efficient manner; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field

Experience: One year of experience performing analysis of nutritional content and menu planning.

License/Certificate Requirement: Valid California Driver's License; Valid California Food Safety Certificate; Food Handler's certificate; Registered Dietitian certificate