

Job Title: **Nutrition Specialist – School Food Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20 2023

VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide a nutritionally sound and cost-efficient food services program that will meet the needs of students while maintaining compliance with all state and federal guidelines as they relate to the National School Lunch, School Breakfast, and After School Snack Programs.

ESSENTIAL JOB FUNCTIONS

- Plans menus and develops recipes that meet all federal and state guidelines.
- Visits school cafeterias on a regular basis.
- Participates in all food purchasing activities, including bid specification qualities and bid awards.
- Conducts and coordinates food tests with students, staff, and cafeteria employees.
- Maintains the recipes, menus, and point of sale buttons in the automated central food services management system and the site-based cafeteria point of sale and inventory control program.
- Interfaces with cafeteria managers weekly to ensure uniform compliance and understanding of the food services program.
- Presents the food services program to parents and staff to assure understanding and a positive public relation.
- Participates with school food services lunch personnel, school-based personnel, and the community in developing the county-wide menu.
- Assists the Director in the development of agenda for all cafeteria managers' meeting.
- Works closely with vendors and suppliers in the bidding and delivery of goods process.
- Provides nutrient analysis for all food items served.
- Provides technical assistance for foodservice personnel with the automated central food services management system and the site-based cafeteria point of sale and inventory control.
- Attends state meetings to remain abreast of new rules and regulations.
- Educates students and parents regarding healthy food choices through school training and community outreach.

- Produces the monthly menus for print which provide students and parents with health and nutritional tips.
- Assists with new employee training.
- Assists with the preparation and analysis of the county-wide menu.
- Works with cafeteria staffs to ensure delivery of quality food services.
- Exercises proactive leadership in promoting the District and food services goals.
- Works with school staffs, students, and parents in promoting good nutrition.
- Demonstrates the ability to recognize problems and determine solutions.
- Sets high standards for self and coworkers.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Registered through the Commission on Dietetic Registration or eligible for registration having completed educational requirements and supervised practice program.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a basic understanding of area of dietetics as it relates to school age children.
- Requires the ability to display knowledge of state and federal guidelines pertaining to school lunch.
- Requires the ability to interact with coworkers, school-based personnel, and parents.
- Requires the ability to display a basic understanding of school lunch accounting and reporting.
- Requires the ability to display knowledge in areas of food services computer applications and inventory control.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to make recommendations that may impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: June 20, 2023, effective July 1, 2023

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