

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Specialist (Nutritionist)

Credentials: Certificate, license, or other legal credentials required.

Education: Bachelor's degree in Nutrition Management

Training or Experience Required: Must demonstrate aptitude for performing tasks in large scale food preparation; must have experience in volume food preparation; and administering nutrition program.

Special Skills, Knowledge, Abilities:

Must be able to oversee work of all managers, train them on all equipment and operations. Must be able to prepare menus, manage meal preparation and serving for the schools.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting entry items either manually or by computer.

Site: Child Nutrition Office/School Sites

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): To ensure that food of high nutritious quality is made available to each student in the district.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students.

Performance Expectations: The incumbent will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage information and communications with staff and public effectively. (D) Conduct short and long range planning to set and/or attain district goals and objectives. (E) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to

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identify solutions to problems. (F) Be a team player with co-workers, subordinates, and community leaders to accomplish district objectives or goals. (G) and contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions/(Performance Responsibilities):

An incumbent oversees and/or participates in the following:

1. Oversees the development of uniform personnel policies for school child nutrition employees, basic job descriptions, salary schedules and benefits. Administers personnel policies.
2. Interviews and recommends placement of school child nutrition personnel. Establishes work performance standards and plans work schedules. Evaluates school child nutrition personnel.
3. Plans inservice training programs, personnel conferences and regular staff meetings. Keeps personnel informed of required health laws including physical examinations, chest x-rays, and good sanitation practices.
4. Handles all grievances and recommends solutions for discipline in accordance with district policy and procedure.
5. Cooperates with principals and others to plan breakfast and lunch schedules to fit the requirements and facilities of each school.
6. Plans menus based on nutritional adequacy and pupil acceptance. Develops standard recipes and portions to be used in the preparation and serving of food.
7. Develops specifications and standards of quality for purchasing of food, supplies and small equipment.
8. Cooperates in the planning of child nutrition facilities including layouts and the selection of large and small equipment and furnishings, making use of established criteria.
9. Instructs personnel in use and care of equipment and supplies.
10. Maintains high standards of sanitation and safety in all phases of the school child nutrition program.
11. Interprets local and state health laws and regulations.

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12. Visits various school sites.
13. Performs other duties as may be assigned by the Superintendent or Designee.

Supervision Exercised: An incumbent supervises a large staff of employees.

Physical/Mental requirements and Working Conditions: On occasion, may assist with food service duties. See those descriptions for working conditions.

Terms of Employment: Twelve month year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 06-26-95