## SUPERVISOR-NUTRITIONIST

## DEFINITION:

Under the supervision of the Director-Nutrition Service, plans, organizes, coordinates, supervises and participates in Nutrition Service operations and activities for the department and assigned school sites; assists in assuring Nutrition Service activities adhere to established food laws; supervises, trains and provides work direction to assigned personnel; plans menus according to established procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, organizes, controls and directs activities related to nutrition education and training of students, parents and District employees; assures adherence to established federal, State and local nutrition and food safety guidance and laws.

Supervises, provides work direction and training to and evaluates the performance of assigned personnel; recommends new hires, promotions, transfers, reassignment, termination and disciplinary actions.

Assists Director with developing, recommending and implementing new and revised policies, rules, regulations and procedures for the department.

Participates in various Nutrition Service site duties including cashiering, assisting with food preparation, performing inventory and completing required production sheets.

Plans K-12 menus utilizing assigned software; develops and reviews recipes according to established guidelines and procedures; assures menus meet established State and federal guidelines regarding nutritional quality and quantity.

Implement special diets as needed and collaborates with students, parents and personnel regarding food allergies and other nutritional needs.

Prepares and reviews various manuals, records and reports related to assigned duties.

Assists the Director with budgetary and financial duties related to Nutrition Services as assigned; plans menus and a la carte purchases in accordance with established budgetary guidelines and goals; develops proposals for Federal and State nutrition grant funding according to established procedures.

Meets with outside vendors regarding new food and product items as needed.

Implement the management of HACCP procedures.

Attends and participates a variety of meetings and conferences as directed; represents the District at seminars, workshops and conferences; maintains current knowledge of nutritional requirements, legal codes and related requirements.

Communicates with other administrators, personnel, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a variety of office equipment including a computer and assigned software; operates various food preparation and kitchen equipment as assigned; drives a vehicle to conduct work.

Collaborates with college nutrition students and intern programs as a preceptor site.

Performs other related food service work as required or assigned.

## QUALIFICATIONS GUIDE

X Khowledge of:

Principles and practices of supervision and training.

Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions recipe development, catering and menu planning.

Applicable local, State and federal laws, codes, ordinances, regulq0.0000092eD11(0)1(h)1(h)1(h)1(l)10()3(rp 0 0 1 1Eat)1

Supervisor-

## Supervisor- Nutritionist - Continued

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